CARING FOR CHILDREN

THE CITY OF NEW WESTMINSTER CHILD CARE STRATEGY

The City of New Westminster
Planning Department
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Acknowledgments

Caring for Children: The City of New Westminster Child Care Strategy

The Planning Department has received a great deal of advice in the preparation of the *Caring for Children* Child Care Strategy. Several community and business people have provided thoughtful and practical expertise. These people have included child care providers in New Westminster, the New Westminster School Board, City Council, and other City departments such as the Health Department, and the Parks and Recreation Department. Many of these committed individuals were asked to participate in the Child Care Steering Committee.

The Planning Department would like to give special thanks to the following members of the Child Care Steering Committee:

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Adrienne Cathcart - Health Department, City of New Westminster

Lynda Fletcher-Gordon - Councillor, City of New Westminster

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Also, special acknowledgments go to the children of New Westminster for kindly donating some of the art work in this report, in particular, the children of The New Westminster Family Place.

Executive Summary and Recommendations

New Westminster is a community well serviced by its child care providers and child care professionals. The City offers a wide range of child care and child minding options to parents. The underlying aspiration of the Caring for Children Child Care Strategy is to build on the positive community experiences to maintain and enhance New Westminster's child care system.

The purpose of the *Caring for Children* Child Care Strategy is to develop a comprehensive strategy that will address the child care needs of residents and workers of New Westminster. In particular, the purpose of the Child Care Strategy is twofold.

(1) To identify initiatives to encourage additional licensed child care for: one: infant and toddlers; two, school age children; and three, non-traditional care; and

(2) To identify approaches to encourage licensed child care in the neighbourhoods requiring additional space.

The preparation of the Strategy included an extensive community consultation process. A Steering Committee was formed to provide technical assistance to the Planning Department. In January, 1995, two Child Care Community Workshops were held. Additional consultation also occurred by interviewing key community representatives and by distributing a fact sheet by mail to local businesses.

The Role of Provincial and Municipal Governments in Child Care

The provision of child care is primarily a Provincial Government responsibility. Child care in British Columbia is governed by the Community Care Facility Act and Child Care Regulations. The Act defines the different types of licensed child care and the Regulations provide specific standards to which child care programs must adhere. A number of different Provincial Government Ministries are involved in the delivery of child care services. The Ministry of Women's Equality coordinates most planning and service delivery, while the Ministry of Social Services delivers many programs.

Municipal governments also play a key role in child care. Local Health Departments administer Provincial Government regulations and Planning Departments regulate which zones child care facilities are permitted in.

Executive Summary and Recommendations

Child Care in New Westminster

There are currently 572 licensed child care spaces in New Westminster with the majority being group care facilities (Health Department, 1995).

The City of New Westminster is currently updating the Official Community Plan. During this process, the community has the opportunity to plan for child care. In 1992, City Council adopted a Child Care Policy.

The Child Care Policy Mission Statement reads as follows:

> *The City is committed to being an active partner with senior levels of government, the community, parents and non-profit and private child care operators, in the development and maintenance of a comprehensive child care system in the City of New Westminster. A comprehensive child care system would include the provision of quality programs that are accessible and affordable.*

In 1993, the Planning Department prepared a Child Care Needs Assessment. It revealed that New Westminster has a well developed child care system. The City has more licensed child care spaces per 1000 children than other Health Units in British Columbia.

The Needs Assessment also revealed that parents preference is for licensed child care. After conducting a statistical analysis and three surveys, the Needs Assessment concluded that New Westminster needs additional child care in three main areas: for infants and toddlers; for school age children; and for non-traditional child care. The Needs Assessment also concluded that New Westminster has sufficient child care space for children aged 3 - 5 years old.

Planning For Child Care

Use of Legislative Incentives

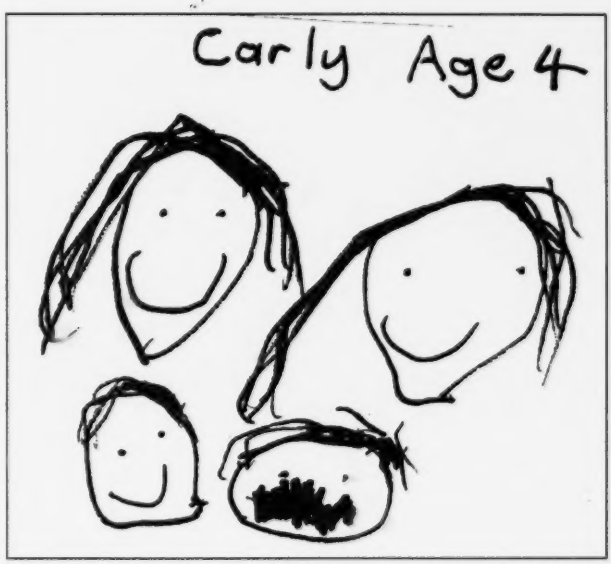
Participants from the Child Care Community Workshops recommend that the most appropriate role for the City is to regulate and advocate child care space. Participants strongly supported the City using legislative tools to encourage child care space (e.g. the City could negotiate with developers for the provision of child care space on a proposed development site or on a different site, as decided by the City).

Locational Considerations

Appropriate locations for child care facilities need to be identified by using child care locational criteria and design guidelines. Appropriate locations for child care facilities depend on the age of the child, the individual needs of the family and the local environment. Participants from the Child Care Community Workshops recommend the following factors be considered:

- Infant and toddlers: Preferred locations are the child's neighbourhood and the parent's place of work.
- Children aged 3 to 5: Preferred locations are the child's neighbourhood, multi-use buildings and churches.
- Children aged 6 to 12: a school facility is the preferred location since it reduces the amount of commuting for both the child and the parent.

Participants also commented on the use of City facilities for child care. With respect to unused or underutilized community centre space, participants mildly supported this option for child care space, and strongly opposed the use of park land as future child care sites.



Other locational factors for the City to consider are: proximity to a school; secure grounds; good quality space, such as lighting and ventilation; and low traffic areas.

Moreover, the City should dissuade child care facilities from being located near heavily wooded areas, industrial locations or buildings where outdated materials, unsafe to children, may have been used.

Lastly, participants supported the option of allowing group child care in single family residential neighbourhoods, enabling parents with more choices nearer to home .

Child Care in the Neighbourhood

Identifying the need for licensed child care by school catchment area reveals that:

- Licensed child care is needed in every neighbourhood in New Westminster;
- The greatest need is for the age group of 6 to 12 year of age; and
- Eight of the nine neighbourhoods need school age child care.

Executive Summary and Recommendations

Promoting Child Care

There are three main ways that the City can promote child care. They are:

1. By information sharing with child care providers;
2. By identifying and facilitating partnerships with various community and business groups; and
3. By encouraging businesses to provide child care for their employees.

Information Sharing With Child Care Providers

Interviews with several child care providers reveal a need for additional support systems in the community. A summary of their concerns are as follows:

- Child care providers have concerns regarding Provincial Government funding arrangements;
- Child care providers have limited access to legal, financial and administrative expertise; and
- Child care providers require additional training to cope with stressful situations.

Partnerships in the Community:

The City actively encourages child care space being built by new development. An effective role for the City is identifying and facilitating partnerships between business, the Provincial Government, the community and child care operators.

Encouraging Employer Based Child Care:

Demographic trends indicate that women will form 50% of the workforce by the year 2000. Parenting related problems in the workplace can include low productivity, absenteeism, lack of concentration on work, stress, exhaustion, job turnover, late arrivals and time missed with an ill child. The inability to secure quality child care has caused some parents to turn down opportunities for career advancement or career changes. All of this highlights the need for joint child care responsibility between employers and employees. Providing child care could meet both social and business objectives. Provision of adequate child care by an employer may increase employee productivity, retain existing employees and also attract new employees.

Few employers currently offer child care programs or services. Some employers, however, offer employees family supportive benefits, such as flexible hours and places of work, optional part-time work and pension buy-backs.

Recommendations

These recommendations are organized in three sections.

A. Planning For Child Care

B. Addressing the Child Care Needs Assessment

C. Promoting Child Care

A. Planning For Child Care

I. Incorporate A Child Care Policy In The Official Community Plan

It is recommended that a child care policy and objective be incorporated into the City's Official Community Plan.

Proposed Child Care Policy: The provision of child care is an essential community based service which contributes to the social and economic well being of the City.

Proposed Child Care Objective: The City will consider the provision of child care in the context of neighbourhood planning by evaluating the need for child care in proposed developments.

II. Adopt Locational Criteria to Assist in the Planning For Child Care

It is recommended that locational guidelines be used when locating future group child care facilities:

- Locate Child Care Facilities Close to Child Oriented Facilities
- Locate Medium Sized Child Care Facilities, 8 to 25 children, in Single and Multi Family Residential Zones
- Avoid Sites Along Arterial Streets
- Concentrate New Facilities in Under-Served Neighbourhoods
- Address Staff Parking Needs

III. Adopt Child Care Design Guidelines to Assist in the Planning For Child Care

It is recommended that when evaluating new child care facilities, child care design guidelines be incorporated into the approval process. The child care design guidelines will provide direction in several areas, including:

- Regulations for Infants and Toddlers, and Preschool Care
- General Requirements for all Facilities (Furniture, Equipment and Fixtures)
- Space Arrangements and Room Configuration
- Calculation of Child Care Space Requirements for Commercial, Residential, and Out Of School Care
- Design Review Checklist
- Site Characteristics for Facilities
- Requirements for Group Play Areas: Wet and Dry Areas, and Indoor/Outdoor Play Transition
- Considerations of Environmental Qualities

IV. Explore the Use of Legislative Incentives in the Planning and Permit Approval Process to Encourage Additional Child Care Space

Proposed Child Care Incentive:

A suggested incentive would be 2,000 square feet of residential and commercial floor space for 3,000 square feet of built child care space, or payment of the equivalent by calculating the cost to construct.

1. Strengthen Existing Departmental Approaches by Using Legislative Incentives to Build On-Site Facilities - Medium and High Density Residential, and Commercial
2. Strengthen Existing Departmental Approaches by Using Legislative Incentives to Build Off-Site Facilities
3. When Using Legislative Incentives, Construct Child Care Facilities as Multi-Purpose Space and Lease to a Non-Profit Society, Whenever Possible
4. Using Legislative Incentives to Locate Child Care in a Restored Heritage House

B. Addressing The Child Care Needs Assessment

Promote Additional Infant / Toddler Child Care

1. Request Additional Provincial Government Financial Support for Operating Costs of Licensed Facilities
2. Explore Amending the Zoning Bylaw Allowing for 7 Children in Family Child Care
3. Explore Amending the Zoning Bylaw and Create a New Zone for Group Child Care
4. Encouraging Employer Based Child Care to New Westminster Businesses
1. Encouraging Employer Based Child Care by Determining the Child Care Needs of City Employees

Promote School Age Child Care

1. Encourage the Ministry of Education and the New Westminster School Board to Build New Schools With Purpose Built Child Care Space
2. Support the Shared Space Action Plan
3. Continue to Encourage Child Care Providers to Offer School Age Child Care

Non-Traditional Child Care

1. Encourage Child Care Providers to Offer Non-Traditional Child Care

C. Promoting Child Care

Information Sharing With Child Care Providers

1. Encourage Child Care Providers to Create a Community Based Non-Profit Society
2. Collect and Provide Information in Conflict Resolution Techniques

Support for Parents

1. Request Additional Provincial Government Financial Support to Parents
2. Create a Child Care Hand Book

Executive Summary and Recommendations

Facilitate Partnerships in the Community

1. Identify Community/Business Partnerships in Child Care
2. Create an Information Pamphlet to Inform the Real Estate Industry on Requirements for Child Care

Assisting City Staff in Implementing the Child Care Strategy

1. Request that the Provincial Government Amend the Child Care Regulations and Provide Community Care Licensing Officers with Greater Regulatory Discretion
2. Request the Provincial Government Fund a Child Care Advocate Position to Serve the City's Health Unit
3. Continue to Work With the Child Care Steering Committee to Provide Expertise and Assistance
4. Monitor and Evaluate Child Care Needs on a Regular Basis

Initiatives to Address Child Care Needs by Neighbourhood (School Catchment Areas)

Analysis has revealed the type of child care needed by neighbourhoods. Five neighbourhoods needing the greatest number of child care have been selected and initiatives have been identified to address these needs (Note: the methodology is based on the New Westminster School Board's boundaries, known as school "catchment areas").

Glenbrooke North, Queen's Park and Uptown Catchment Area

- It is recommended that the Ministry of Education consider a purpose built child care facility in the proposed Terry Hughes Middle School.
- It is recommended that family and group child care be encouraged.

West End Catchment Area

- The new out of school care program in Lord Tweedsmuir Elementary School will help address the shortage of space; it is recommended that the *Shared Space Action Plan* be considered.[1]
- It is recommended that the Ministry of Education consider a purpose built child care facility in the proposed new school for the West End.
- It is recommended that family and group child care be encouraged.

Queensborough Catchment Area

- It is recommended that a purpose built child care facility be encouraged on the Port Royal development.
- It is recommended that family and group child care be encouraged.
- It is recommended that the Ministry of Education consider a purpose built child care facility in the Queen Elizabeth Elementary School proposed addition.

Downtown, Brow of the Hill, North Arm North Catchment Area

- It is recommended that a child minding facility be encouraged at existing facilities (e.g. the Westminster Quay Public Market).
- It is recommended that a purpose built child care facility or drop off playroom be encouraged in new facilities (e.g. the proposed Fraser River Discovery Centre development).
- It is recommended that the City encourage employer based child care for the businesses of the Downtown.

Glenbrooke South, Sapperton, Victory Heights Catchment Area

- It is recommended that opportunities for partnerships be investigated with major employers, such as the Royal Columbian Hospital and the Justice Institute.

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[1] See Appendix F

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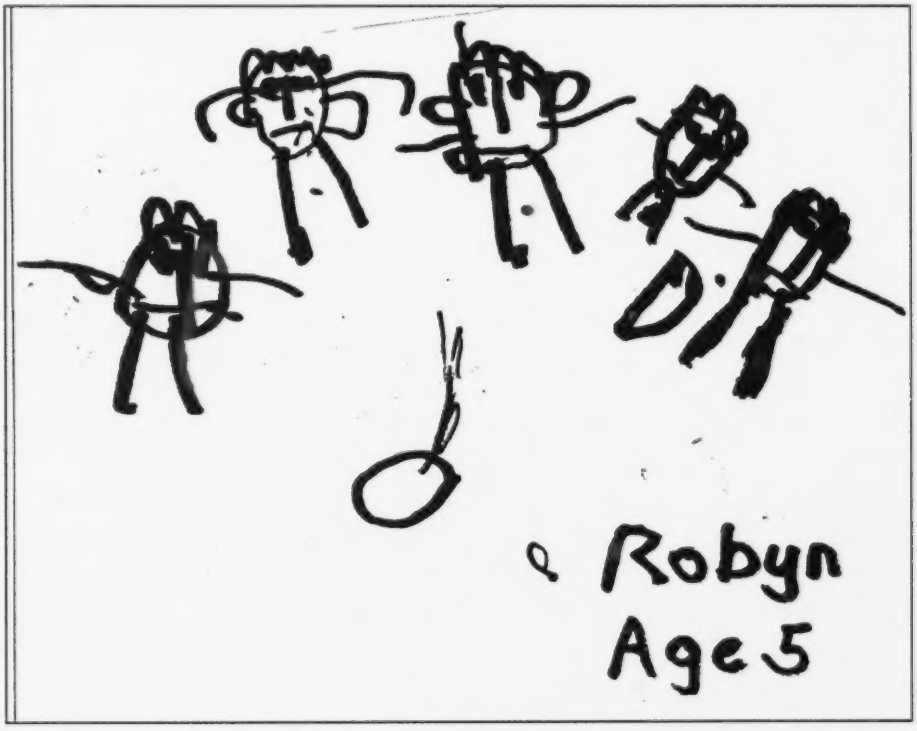
Chapter 1: Introduction

The need for quality affordable child care is well documented throughout major cities in Canada and the United States. The shifting structure of North American families and changing economic environments for parents in the work force have resulted in a need for child care. Women with children under the age of three are the single largest group entering the workforce today. In addition to these shifts, urban sprawl and longer traveling distances has dispersed extended family members, who have traditionally helped with child care and supervision.

Child care, provided by well trained staff, is a benefit to both children and parents. Child care can provide a positive environment for children with programs based on developmentally appropriate practices. Access to child care can mean increasing opportunities for employment and self sufficiency. Without access to child care, parents may experience barriers to the workforce and may become dependent on government assistance.



There is a need for a comprehensive approach to child care involving partnerships with all levels of government, child care providers and the community.

The City of New Westminster is responding to this challenge by adopting a proactive approach in the planning for child care and working towards a comprehensive community based system. In 1992, the City adopted a Child Care Policy which identified tasks necessary for a comprehensive child care plan. In 1993, the City initiated the Child Care Needs Assessment which identified child care needs for the next decade.

In 1994, City Council directed the Planning Department to develop a comprehensive child care strategy.

Introduction

Study Purpose

The purpose of the *Caring for Children* Child Care Strategy is to develop a comprehensive strategy for child care in New Westminster. Specifically, the purpose of this strategy is twofold:

- To identify initiatives to encourage additional licensed child care for: (1) infant and toddlers; (2) school age children; and (3) non-traditional care; and
- To identify approaches to encourage licensed child care in the neighbourhoods requiring additional space.

Study Scope

To help define the scope of the *Caring for Children* Child Care Strategy, the Planning Department made two key assumptions, which are outlined below:

- The provision of child care is an essential community service. The benefits of child care are both social and economic. Socially, good quality child care assists in the development of children; economically, accessible child care assists working parents to return to the workforce.
- The City recognizes that all types of child care provide essential services for the community, and that a comprehensive child care system provides parents with a range of child care choices. Without making value judgments on the different types of child care, since licensed care is regulated by City staff on behalf of the Province, this strategy will focus on encouraging the creation of additional licensed space.

Community Consultation And Issue Awareness

The preparation of the Child Care Strategy has tried to be both consultative and collaborative. The Strategy involved an extensive community consultation process. From study inception, the Planning Department sought consultation with key representatives from the community.

Child Care Steering Committee

A Child Care Steering Committee was created to provide guidance and technical assistance to the Planning Department. The Child Care Steering Committee is composed of the following groups: three child care providers, a program coordinator for the Support Program, a business representative, an administrator with the School Board, a City Councillor, two Community Licensing Officers with the Health Department, a Director with the Parks and Recreation Department Director and a Planner with the Planning Department. The names of the Steering Committee members are listed in the Acknowledgments section at the beginning of this report.

The Child Care Strategy involved a four phase study approach.

Phase One: Reviewing child care regulations and literature, and examining information which discussed innovative approaches to encouraging child care space.

Phase Two: Holding extensive key informant interviews and asking direct and open-ended questions of the following groups: caregivers, parents, developers and their architects, child care and social planners, school administrators, the teacher's union, major employers in the City and retailers. The purpose of these interviews was to get a broad based understanding of the main issues in child care.

Phase Three: Preparing and hosting the Child Care Community Workshops. Preparation included creating *The Child Care Tool Kit*. After the workshop, comments were summarized and evaluated. Community input helped to determine child care priorities and recommendations.

Phase Four: Developing implementation strategies and writing the *Caring for Children* Child Care Strategy for City Council consideration.

Issues for Clarification/Common Misconceptions

An initial challenge faced by the Planning Department was dealing with some misconceptions in the community.

One misconception is that child care is the same service as "baby sitting": child care provides programming appropriate to the development of the child, while baby sitting provides supervision only. Another notable misconception is that child care is a "woman's issue". This perception does not deal with the fact that access to child care is a workforce issue, especially considering that many lone parent households are male-led.

Another issue for clarification is the notion that any residual space in a building may be considered acceptable for children. In the past, there has been a tendency for child care facilities to be placed in small, confined areas or in basements wherever space has been available. However, in several of these facilities, there have been insufficient and inadequate indoor and outdoor play areas.

Throughout the course of this study, a strong recommendation made by the Child Care Steering Committee has been that public education on child care issues is necessary, and that the benefits of child care, particularly to employers would need to be demonstrated. This recommendation became part of the community consultation process.

Introduction

Child Care Community Workshop and the Child Care Tool Kit

Interviews with key community representatives were held throughout the course of this study. Interviews during Phase I and Phase II helped identify issues requiring additional community consultation. On January 24, 1995, the Planning Department hosted two Child Care Community Workshops at Centennial Lodge in Queen's Park. The community workshops were held to get feedback from many sectors of the community. To get wide participation, the Child Care Steering Committee advised that direct mail outs, in addition to advertising in the local newspapers, would be necessary.

A direct mail campaign was undertaken by the Planning Department. A fact sheet explaining the child care process was sent to all child care providers and Parent Advisory Councils from each school in the City. A separate fact sheet was sent to the major employers in the City, this one explaining the financial benefits of child care. This fact sheet was distributed by the New Westminster Chamber of Commerce to its 400 members.

Given that receiving participation from several sectors was a study objective, the Planning Department decided to host more than one workshop, each at a different time. One workshop was held in the afternoon to allow employers, government workers and stay at home parents to participate. The second workshop was held in the evening to allow child care providers and working parents to participate.

To assist participants with the issues identified during the first two phases of consultation, the Planning Department created a *Child Care Tool Kit*. The *Tool Kit* identified the major issues and grouped them into four themes:

1. *The Role of Government in Child Care*
2. *Before and After School Care*
3. *Planning for Appropriate Locations*
4. *The Role of the Employer*

Participants were asked to register into a group of their choice. A total of sixty participants attended the two Child Care Community Workshops. To enable access to participate, the City provided free child minding for participants' children. The comments made by the Workshop participants are contained throughout this Strategy, and helped shape the recommendations put forward.

Government Regulations In Child Care

The remainder of this chapter will examine the regulatory context in the provision of child care.

Province of British Columbia

Child care in British Columbia is governed by the Community Care Facility Act and Child Care Regulations. The Act and the Regulations provide specific standards to which child care programs must adhere.

The Community Care Facility Act covers both adult care and residential child care such as group homes and child care facilities. Due to the wide regulatory scope of the Act, adult and child care facilities have separate regulations.

The Community Care Facility Act requires that all facilities with persons providing child care services to three or more persons, who are not related by blood or marriage to an operator of the facility, be licensed as a community care facility. Facilities providing care to one or two children are referred to as " license not required" facilities.

Provincial Government Ministries

In British Columbia, a number of different Ministries play a role in delivering child care services. However, it is the Ministry of Women's Equality which coordinates most services and planning.

The Ministry of Social Services delivers the following child care related programs:

Child Care Subsidy Program: Assists eligible families in meeting the child care needs of children up to and including 12 years of age. This family support service enables parents to

prepare for and/or maintain employment and financial dependence, and provides relief during prolonged illness or other family crises.

Special Needs Child Care Program: Facilitates optimum participation of children with special needs, through the provision of extra supports which address the child's specific needs.

The Ministry of Women's Equality delivers the following child care programs:

Child Care Grants Program: Assists non-profit societies to pay for essential costs associated with maintaining or creating child care spaces. The type of grants available are emergency repair, relocation, infant/toddler incentive grant, child care quality enhancement grant and start-up assistance.

Child Care Support Program: Provides a registry of child care options including both licensed facilities and licensed not required facilities. The Provincial Government has created 34 Child Care Support Programs throughout British Columbia. Support also provided to family child care homes. Also, provides child care information and referrals to working parents.

The Provincial Government role in child care is also evident in the following initiatives:

- the provision of grant money to municipalities for local studies to plan for child care;
- the announcement of the creation of 7,500 new child care spaces in schools, hospitals, and post-secondary institutions; and
- the provision of infant/toddler and enhancement grants.

Definitions of Child Care

There are several types of child care, and part of dealing with child care issues is understanding the differences between the types.

Child care refers to the care of children under 12 years old (typically grade seven) by adults who are not their parents. The term child care is now used in place of "day care " to reflect the current trend towards providing evening and 24 hour care.

Child care services are primarily used by working parents but some forms of child care services are also used by stay-at-home parents.

There are several types of child care including:

Family - care by a family member such as grandparents or siblings.

Informal - care by friends, baby-sitters, trained nannies and "license not-required" homes.

Self - when a child cares for him/herself or plays with an older sibling or a friend without adult supervision.

Licensed - group child care centres, licensed family child care homes, preschool / nursery schools, school age child care, child minding programs, specialized child care.

Family, informal, and self care are not required to be licensed by the Health Department. Licensed care types are defined in the Community Care Facility Act. A definition of each type requiring a license is provided below.

Group Child Care Centre - Care in a group setting for three to twelve children, aged birth to three years or a maximum of 25 children, age three to six years for a maximum of 13 hours a day.

Licensed Family Child Care Homes - Care in a provider's own home for not more than seven children, including the care giver's own children.

Preschool / Nursery School - Part - day programs for not more than four hours of care per day to a group of not more than 20 children age 30 months to school age.

School Age Child Care - Care for children in school and includes school holidays. Groups of not more than 20 children if any child in the facility is in kindergarten or grade one, or groups of not more than 25 older children for a maximum of 13 hours per day.

Child minding Program - Care for children age 18 months to school age, up to three hours per day, and not more than two days per week. Maximum of 16 children per group where any child in the group is under three years, and not more than 20 children in a group if all children are three years of age or older.

Emergency Child Care - Care for children, on a short term basis and not more than 72 hours of care per calendar month in a group care setting. Children under age three years are in groups of not more than 12, and children three years of age and older are in groups of not more than 25.

Specialized Child Care - A facility in which group child care is provided and at least 25% of the attending children have special needs. Group size is limited to not more than 16 children in one group and not more than 12 children under 36 months of age in one group for a maximum of 13 hours per day.

Planning Department

Supported Child Care - Supported Child Care is based on families having choices in child care. Supported child care is based on the principles of inclusion and family centred, community based service. The Supported Child Care program works in partnership with other government and community services, to include children needing extra support in care. Under the current system, families have to adapt their child care arrangements according to the facilities available. Under Supported Child Care, child care facilities are provided with the supports that meet the needs

of children and their families. Centres are provided with the necessary supports, which include extra staffing, training, consultation and resources.

Municipal Government

In addition to the Provincial Government, municipalities also play a key role in child care. Municipalities determine where child care facilities will be permitted through zoning, and license facilities in accordance with the Child Care Regulations.

To understand the child care context in the region, a survey of Lower Mainland municipalities was undertaken. The main points are listed below (*and the survey results are outlined in Appendix A*). The survey asked questions pertaining to permitted uses in the municipality's zoning bylaw and the status of their child care research.

With respect to zoning:

- all municipalities allow family child care in residential zones (the majority allowing up to 7 children);
- approximately half of the municipalities allow family child care in commercial, industrial and institutional zones;
- the majority of municipalities allow group child care in residential zones (most allowing up to 25 children);
- approximately half of the municipalities allow child care in commercial, industrial and institutional zones; and
- New Westminster, the City of North Vancouver and Vancouver are the only three municipalities which allow child care in all zones.

With respect to child care planning:

- the majority of the municipalities have conducted a child care needs assessment and are either conducting or already have a child care strategy; and
- six municipalities, Vancouver, Richmond, Burnaby, Surrey, District of North Vancouver and the City of North Vancouver are implementing or have adopted policies which use child care bonuses and development enhancement grant programs.

The New Westminster Child Care Policy

New Westminster adopted a Child Care Policy in October, 1992. The Policy envisioned the City's role as a partner with other levels of government and the community, in a comprehensive child care system.

Mission Statement

The City is committed to being an active partner with senior levels of government, the community, parents and non-profit and private child care operators, in the development and maintenance of a comprehensive child care system in the City of New Westminster. A comprehensive child care system would include the provision of quality programs that are accessible and affordable.

Recommendations

1. The City of New Westminster Will Adopt a Child Care Development Strategy by:

a) undertaking a review of publicly held land and buildings to develop an inventory of sites that could reasonably accommodate child care facilities.

b) providing City owned land or space in buildings, at a nominal lease cost, for the development of child care facilities, where appropriate.

c) developing policies and guidelines and using Council's powers to negotiate the development permit review process to achieve child care objectives.

a) adopting and beginning to implement design guidelines for child care facilities as part of the re-zoning and/or development permit approval process so that space is included in new development, where appropriate.

b) establishing and implementing consistent guidelines for calculating child care requirements for development projects.

c) requesting, where appropriate, construction and equipping of child care facilities as part of the re-zoning and/or development permit approval process.

d) approving, in principle, the option of encouraging developers to contribute operating funds for child care services as part of re-zoning applications and/or development permit review process.

2. The City of New Westminster Will Adopt a Child Care Management Strategy by:

a) encouraging spaces for children with special needs and mainstreaming such children when possible and appropriate.

b) instructing staff to review various regulations and policies and procedures to ensure that no undue procedural obstacles exist to the development of child care.

c) facilitating the establishment of a child care facility for the employees, when the need is identified and supported by the City employees and union representatives.

d) encouraging other employers' involvement in child care.

3. The City of New Westminster Will Develop a Child Care Advocacy Action Plan, Where Appropriate by:

a) advocating for provincial action on direct operating grants, a clear provincial mandate with regards to child care, broadened eligibility levels, funding for child care development and increased training programs.

b) actively lobbying the federal government to implement a national child care program.

c) encouraging coordination of municipal child care initiatives at the regional level.

City Departments

The City's Health and Planning Departments play key roles in child care.

The Health Department

The Health Department plays a central role in child care by licensing care providers on behalf of the Provincial Government. The licensing and inspection of child care facilities is carried out by Community Care Facilities Licensing staff.

The services provided by Health Department licensing staff on behalf of the Provincial Government may be divided into the following areas:

- provision of information, guidance and consultation regarding the licensing of child care facilities;
- inspection of facilities and assessment of policies and procedures to ensure the health and safety of children in care;
- assessment of the manager of the care facility to determine qualifications and personal suitability;
- issuance of interim permits and licenses;

- investigation of complaints against all licensed and unlicensed child care facilities to ensure the health and safety of those in care and to initiate licensing where required;
- investigation of serious incidents in facilities and implementation of measures to prevent incidents from reoccurring; and
- investigation of reports of abuse or health and safety hazard in facilities and implementation of appropriate actions.

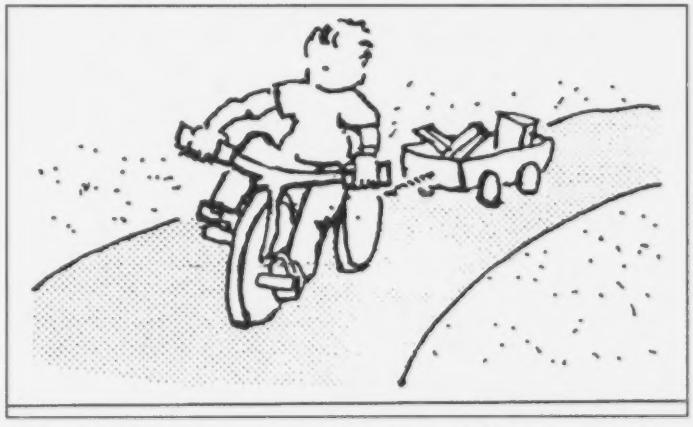
Throughout this process, caregivers have commended the Health Department for its commitment to high quality child care. The City's Community Care Licensing Officers work closely with applicants to ensure high quality designs and layout.

The Planning Department

The Planning Department administers the City's Zoning Bylaw, which determines permitted uses by zone.

To encourage the provision of child care space, child care facilities are permitted in all zones of the City. For example, in the RS - 1 One Family Dwelling District zone, Section 1 b) states that child care is a permitted accessory use where a dwelling unit can have not more than five child care children.

In addition to the Health Department, the Planning Department also works closely with developers to encourage child care. As a means of promoting additional child care, the City's Zoning Bylaw states: Section 9 subsection 12 - multi-family developments to provide a child care centre of up to 1,000 square feet and 25 children.



The Planning Department encourages developers of multi-family residential projects to construct their amenity rooms to child care licensing standards. The common rooms are to be accessible to outdoor play areas. The rationale for Section 9, subsection 12 is to design a building sympathetic to child care so that in the event that a strata corporation wishes to convert its common area into a child care facility, there will be no physical barriers in doing so.

During the consultation process, several caregivers commented that the Planning Department is being proactive by encouraging multi-family developers to construct licensed quality child care space in their buildings.

Planning Department

Organizational Structures

The delivery of child care is organized into private operators and non-profit societies. Each is discussed below.

Private Child Care

Private child care, or traditionally known as "child care for profit", is privately owned and operated. A private provider has control over the type of care provided and has flexibility in the programming of the centre.

Revenues for a private operator consist of fees charged to parents. Government subsidies are not available to private providers, with the exception of the Ministry of Women's Equality's grants for infants and toddlers, and for staff wage equity. However, with respect to wage equity grants, the supplement can only be directed at the centre's staff, and not the operator.

Family child care homes are considered private. There are two types of legal family child care homes: licensed and licensed not required. The distinction between them is based upon the number of children a caregiver serves.

Family child care homes should not be viewed as a smaller version of group care, but rather, as a different type of care provided in a home environment.

New Westminster has one private group facility and 28 private family operators.

Non-Profit Society in Child Care

Eight of New Westminster's child care facilities are run by non-profit societies. According to the Ministry of Women's Equality, there are over 850 non-profit child care programs in B.C. Non-profit child care societies are legally constituted, non-government organizations that are established under provincial law to serve a public purpose. Together, they provide about two-thirds of the province's licensed child care facilities. The administration and management of a non-profit child care program is a shared responsibility between staff and volunteer board members typically made up of parents and community members.

Monies that a non-profit facility generates goes into the child care facility for the enhancement of the program, equipment, children and staffing. As a non-profit, a society is able to apply for and receive funding from sources other than parent fees, such as grants, bursaries and donations.

The Burnaby / New Westminster Child Care Support Program

The Burnaby/New Westminster Child Care Support Program offers parents information and referral services. It also provides services to family child care providers as well as to group care, pre school and school age facilities.

The Child Care Support Program serves as a liaison between community services and caregivers by distributing information to providers from the Ministries of Women's Equality and Social Services and Health Units, assisting "license not required" care givers with licensing process and increasing public awareness of family child care. The Child Care Support Program also offers family care providers services such as parent referrals, parent education, referrals to other community resources, a monthly newsletter, community promotions and advertising, art supplies at cost, evening hours to increase accessibility, liability insurance at cost to caregivers, recruitment and screening of substitute caregivers. [2]

Chapter Summary

This chapter has outlined the community participation process for the *Caring for Children* strategy, and the regulatory context of providing child care. Child care is primarily a Provincial Government responsibility, with municipalities playing key roles in the planning, regulating and licensing of child care space.

A survey of Lower Mainland municipalities shows some consistency in approach to child care. With respect to zoning provisions, only New Westminster, Vancouver and the City of North Vancouver allow child care in all residential, commercial, institutional and industrial zones.

New Westminster has a well developed community based child care system in place. Community Care Licensing Officers work closely with caregivers to ensure high standards in child care. The Planning Department works closely with developers to ensure the opportunity of converting amenity rooms in multi-family residential buildings to licensed child care space.

Initiatives made in this strategy will ensure that the standards of departmental services are maintained and enhanced.

[2] Source: Burnaby / New Westminster Child Care Support Program 1994 Work Plan.

The purpose of this chapter is to discuss the child care context in New Westminster. Specifically, this chapter will discuss two key areas: (1) the findings from the Child Care Needs Assessment: and (2) present the methodology and analysis of determining child care needs by neighbourhood.

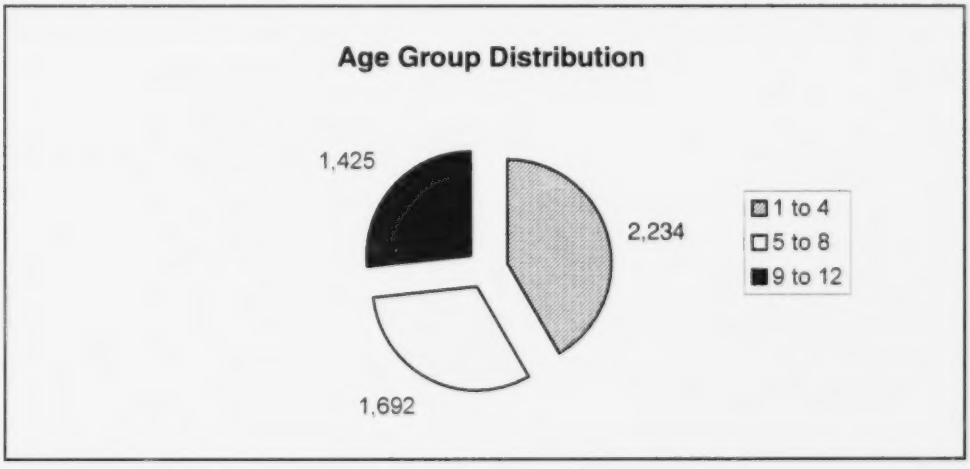
The City of New Westminster Child Care Needs Assessment

The purpose of the Child Care Needs Assessment was to examine if New Westminster had sufficient child care spaces to meet existing and future needs of children and parents. To identify child care needs, the study surveyed households, care providers and major employers. The Child Care Needs Assessment revealed that New Westminster is well serviced with child care, in relative terms to other regional health units. New Westminster has more licensed child care spaces per 1000 children than other Health Units in British Columbia. In 1993, New Westminster had 93 spaces per 1000 children, in comparison to the North Shore Health Unit at 89 or the City of Vancouver Health Unit at 86.

The Needs Assessment revealed that child care is used primarily by working parents. Notwithstanding, stay-at-home parents also use child care primarily so their children to develop socialization skills.

Data from the New Westminster School Board indicate that there are 5,351 children in New Westminster currently under the age of 13. The break down by age group is as follows:

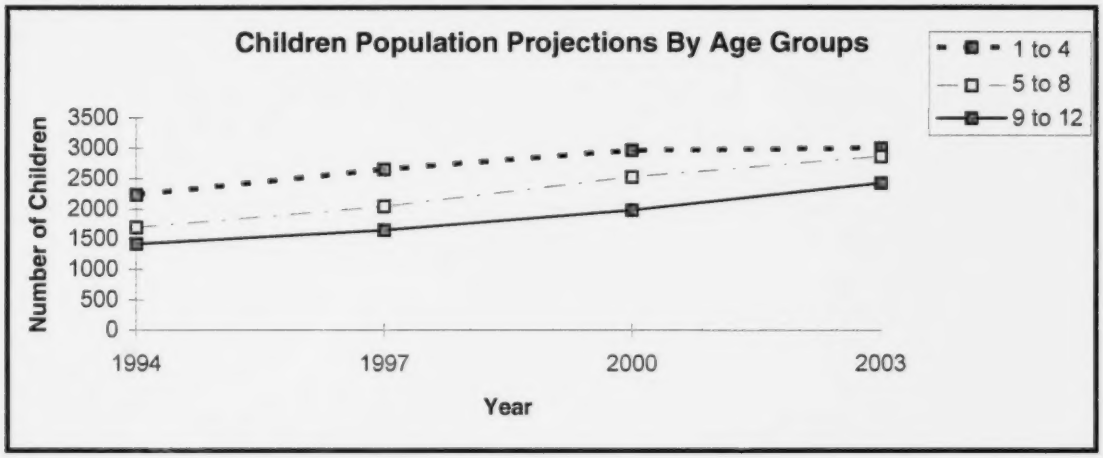
Number of Children Ages One to 12



Source: New Westminster School Board, 1994

Child Care Context

The School Board's projections show that the number of children in the 1 - 12 year age group will grow approximately 1.18% every three years. The graph below examines the child population in more detail to the year 2003.



The 1 - 4 age group is projected to remain larger than the other two age groups to the year 2003. *Appendix B provides a break down of children projections to the year 2003.*

Number of Child Care Spaces

At the time of the Child Care Needs Assessment, there were 548 child care spaces in the City. 200 of these spaces were in private homes and 348 were in community facilities. The only employer with child care was the Royal Columbian Hospital.

In 1995, the Health Department data reveal that there are a total of 572 licensed child care spaces in New Westminster, and the majority are in group care.

Licensed Child Care Spaces by Type, 1995

Type	# Spaces
Group Child Care	188
Out of School Child Care	176
Specialized Child Care	32
Family Child Care	174
Emergency Child Care	2
Total	**572**

Source: New Westminster Health Department, 1995

Child Care and the Cost Of Care

The Needs Assessment revealed that the cost of care is one of the main reasons why parents are not using their preferred child care. In New Westminster, approximately 18% of family income is spent on child care.

Low income may be one factor impacting a family's ability to pay for child care. The high cost of child care may keep a parent at home on income assistance, even with a subsidy, since, in some cases, it may not be cost effective to work after paying for child care.

The largest portion of child care costs is staff wages. Approximately 90 - 95% of the operating costs of a facility are wages. *To illustrate this point, Appendix C has the 1994 financial statements of a non-profit child care facility in New Westminster.* The financial statements show that the majority of costs go into paying staff wages of approximately $15 an hour. It is evident that current Provincial Government funding formulas need to be amended so that parents' costs can be further reduced.

Availability of Space

The Needs Assessment also reported that the availability of certain types of care is also problematic for parents. Child care is limited in its supply and variety. For example, there is a need for additional infant and toddler child care in the city; however, there are only 28 infant spaces in group care. The high cost of infant care due to the high staff / child ratios contributes to the lack of care offered.

Enrollment

Outlined below are the enrollment figures for licensed facilities in New Westminster. As is evident, highest enrollment is in the 3 to 5 age category.

Enrollment	
Age of Child	**Percentage**
Under 18 months	4
18 months to 3 years	20
3 - 5 years	52
6 - 12 years	24

Source: Facilities Survey, 1993

Child Care Context

Fees

With respect to fees, the fees charged by licensed care givers in New Westminster are slightly lower than the Provincial average (approximately by 5% - 10%).

Care Giver Fees Charged Per Age Group		
Age	**Full Time**	**Part Time**
0 - 18 months	$450	$25
18 months - 3 years	$503	$23
3 - 5 years	$412	$23
6 - 12 years	$181	$13

Note: these fees are in 1993 dollars

Source: Facilities Survey, 1993

It is also worth noting that 36% of children at licensed facilities receive a Provincial Government subsidy.

Staff

The Needs Assessment found that child care staff in New Westminster are fairly well trained: 28% of staff have taken a family child care course; 24% are registered early childhood educators; 20% have completed their early childhood education training; 20% have partial early childhood education training; and only 8% have no formal training.

Parent Preferences

The household survey, which was distributed to all households in New Westminster, asked parents to identify their preferred type of child care. Their responses are listed below by the age of the child.

Parent Preferences for 0 - 1 1/2 Year Old Child	
Percentage	**Type**
45	Licensed Family Child Care Homes
31	Group Child Care
24	Unlicensed Family Child Care

Parent Preferences For 1 1/2 to 3 Year Old Child	
Percentage	**Type**
40	Licensed Family Child Care Homes
38	Group Child Care
22	Unlicensed Family Child Care

Parent Preferences For 3 - 5 Year Child	
Percentage	**Type**
40	Preschool / Nursery / Playschool Programs
29	Group Child Care
21	Licensed Family Child Care Homes
10	Unlicensed Family Child Care Homes

Parent Preferences For 6 - 9 Year Child	
Percentage	**Type**
59	School-Age Programs
27	Licensed Family Child Care Homes
14	Unlicensed Family Child Care Homes

Parent Preferences For 10 - 12 Year Child	
Percentage	**Type**
67	School-Age Programs
33	Licensed Family Child Care Homes

The Child Care Needs Assessment concluded that New Westminster needs additional child care in three main areas: (1) for infants and toddlers; (2) for school age children; and (3) for non-traditional child care (i.e. drop-in facilities). Also, the Needs Assessment also concluded that New Westminster has sufficient child care space for children aged 3 - 5 years old.

Where to Plan for Future Child Care Facilities?

The Child Care Needs Assessment indicated that "in order to meet the demands of the growing population and the pent up demand for child care, approximately 120 licensed child care spaces will need to be created per year over the next ten years."[3]

To identify the type of child care needed and where it is needed, the Planning Department devised a four step methodology. The methodology applies several filters to the number of children to determine what type of child care is needed for each neighbourhood.

[3] Child Care Needs Assessment, page 44

Child Care Context

1. Defining "Neighbourhoods" for Child Care

What is an appropriate delineation for a neighbourhood? The New Westminster Planning Department uses 15 "Planning Areas". Statistics Canada has census tracts which also define the city; however, these census tracts do not correspond with the City's nor the community's definition of a neighbourhood. The New Westminster School Board also delineates the city, by "school catchment area".

New Westminster has 9 school catchments areas, broken down by the location of existing elementary schools. The New Westminster School Board projects the number and growth of children by school catchment area.

At the Child Care Community Workshops, parents stressed that the school is the focal point of each neighbourhood; and planning for child care should expand the use of the school as a community facility. For this reason, school catchment areas are used to define neighbourhood boundaries. It is important to note that school catchment areas, in several cases, overlap with existing neighbourhood boundaries. *Map 1 shows the location of child care facilities in New Westminster by neighbourhood boundaries.*

2. Labour Force Participation Rate of Mothers

The key assumption made in both the Child Care Needs Assessment and this Child Care Strategy is that the mother is the child's main caregiver. The labour force participation rate of mothers, therefore, is a prime indication of need for child care. There has been an increase of women in the work force and, as a result, working mothers with children 3 years and under have increased from 32% to 60% in the last decade. In B.C., a 1991 Provincial Government Task Force on Child Care estimated 69% of the families in B.C. with children under 12 years require child care. Licensed facilities only satisfy 10% of this need.

The labour force participation rate of mothers is identified through Statistics Canada data. In New Westminster, the labour force participation rate for mothers with children under 6 is considerably higher than the national figure, and that the overall participation rate of New Westminster mothers is also higher than the national average (*they are identified below as a methodology assumption*).

Map 1

Location and Type of Child Care Centre by Neighbourhood

3. Formula

The third step in the methodology is to apply various factors which identify the total number of licensed child care needed by neighbourhood. The assumptions in the methodology are explained below:

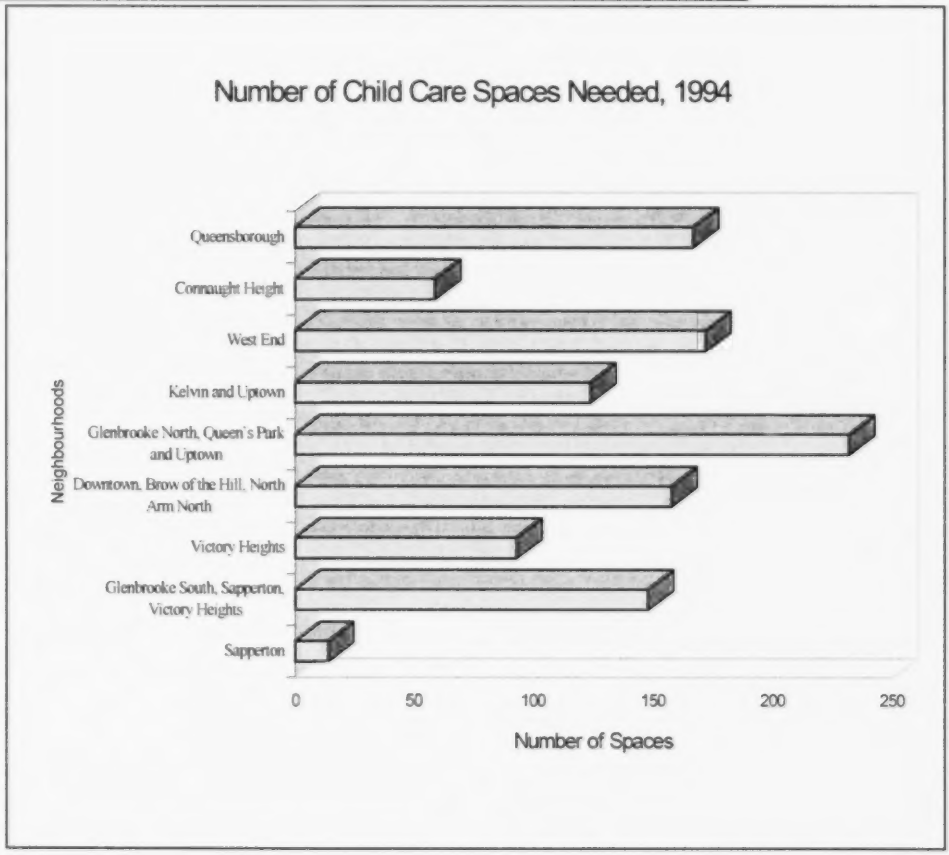
- Children's ages are broken down by 3 age groups: 1-3, 4-5, and 6-12 years;
- Mother's participation rate for New Westminster: 86% participation rate for mothers with children aged under 6; and 75% participation rate for mothers with children 6 years and over; and
- 40% of parents prefer licensed child care (*Household Survey, Child Care Needs Assessment*).

Number of Children * By Age	Mother's = Participation Rate	Number of * Children Who Need Care	40% = (preference for licensed care)	Total of - Licensed Space Needed	Number of Licensed Space In Area

The chart to the side shows the total number of child care spaces needed by neighbourhood.

As it indicates, the Glenbrooke North, Queen's Park and Uptown catchment area has the greatest need for licensed space. This is followed by the West End, and then by Queensborough.

Note: School catchment areas do not correspond with neighbourhood boundaries, and for this reason, same neighbourhoods appear in more than one school catchment area boundary.



4. Determining Licensed Space Requirements by Neighbourhoods

The fourth step is to determine the type of child care needed by neighbourhood. This is done by subtracting the number of children (by age group) by the number of existing licensed spaces in each school catchment area. This gives the number of children needing care by the type of licensed child care.

Need for Licensed Child Care Space				
Neighbourhood	**Ages 1 to 3**	**Ages 4 to 5**	**Ages 6 to 12**	**Total**
Queensborough	47	21	99	167
Connaught Height	21	10	28	59
West End	42	11	119	172
Kelvin and Uptown	78	(37)	83	124
Glenbrooke North, Queen's Park and Uptown	77	26	129	232
Downtown, Brow of the Hill, North Arm North	98	0	60	158
Victory Heights	28	18	47	93
Glenbrooke South, Sapperton, Victory Heights	64	(10)	94	148
Sapperton	27	(11)	(2)	14

Note: "( )" indicate surplus space; School catchment areas do not correspond with neighbourhood boundaries.

This analysis reveals two main points: (1) licensed child care is needed in every neighbourhood in New Westminster; and (2) the greatest need for child care is in the 6 - 12 year old group, with eight of the nine neighborhoods needing school age child care.

Chapter Summary: Implications for the Child Care Strategy

The Needs Assessment concluded that New Westminster needs additional child care in 3 areas:
(1) infant and toddler care;
(2) school age care: and
(3) non-traditional care (i.e. drop in space).

The analysis in this chapter revealed that the greatest need throughout most of the city is for school age child care. Therefore, one of the priorities of the *Caring for Children* strategy will be to identify actions that promote additional school age child care.

This chapter discusses ways of determining appropriate locations for child care facilities and considerations to help plan for additional space. The Planning Department held two Community Child Care Workshops in January, 1995. Input from these workshops have been incorporated in this chapter and the next chapter.

An underlying principle in this Strategy is that child care should to be considered within the context of neighbourhood planning, so that as neighbourhoods grow and evolve, the needs of children and their parents get addressed.

The Role of Government in Child Care - What does the Community have to say?

Participants at the Child Care Community Workshops were asked to comment on the appropriate role of the Provincial Government and the City in child care.

Provision of Child Care as a Shared Responsibility

Participants in the *Role of Government* work groups suggested that the Provincial Government, the City, employers and parents have a shared role in planning, financing and delivering of child care. The Provincial Government, in particular, bears the responsibility of providing funding to existing facilities and planning new facilities, and Regional Health Boards are responsible for evaluating, monitoring and enforcing the health conditions of child care facilities according to provincial regulations. Moreover, parents have the primary responsibility of finding, evaluating and monitoring child care services.

Planning Child Care

The City as a Regulator and Advocate of Child Care

The City does not play a direct role in the delivery of child care services. According to participants, the most effective child care role for the City is as advocate and facilitator. The main role for the City is to be formulate and implement appropriate child care policies, evaluate and monitor existing facilities, and provide leadership in the creation of new facilities. With respect to providing leadership, the groups suggested that the City encourage large employers in New Westminster to explore options that would provide quality child care for their employees.

As an advocate, participants felt that the City could provide information and referral service for the public, encourage employers and developers to provide child care facilities, and begin to liaise with the Provincial Government, caregivers and parents regarding the development and delivery of child care services.

Workshop participants suggested the following list for the City's role in child care:

1. evaluating child care needs and facilities planning;
2. creating, implementing and assessing child care policies;
3. adapting Provincial regulations to Municipal Government conditions;
4. encouraging developers/employers to provide child care centres; and
5. establishing a child care advocacy position at the City.

The Need for More Affordable Child Care

The cost of care was discussed by several groups at the workshops. Participants supported the need to reduce the high cost of child care borne by parents. They all agreed that child care costs can only be reduced through additional Provincial Government assistance in the form of annual subsidies and grants. Participants also maintained that while the majority of Provincial Government funding be directed towards child care facilities, an appropriate portion of funding should also go to low and middle income parents needing child care.

Considerations for the Role of the City in Child Care

Use of Incentives for Child Care Space - City of Toronto

An option open to the City is the use of legislative incentives to encourage child care space. According to the literature, the City of Toronto has one of the most successful child care incentive programs in North America. Toronto's Official Community Plan encourages development of community services and facilities in the Downtown and provides density bonuses for the construction of these facilities. The City of Toronto negotiates with developers on an ad-hoc basis to incorporate child care into their projects. City buildings are required to set aside space for non-profit child care centres.

The use of incentives can help finance and improve child care supply in communities. Incentives can increase child care spaces, raise the local awareness for the need for child care, and provide a mechanism for developers to contribute towards child care space. Also, the incentive approach encourages partnerships between the public and private sector.

Opportunities for New Westminster - Legislative Incentives for Child Care

In the Fall of 1993, the Provincial Government passed legislation allowing municipalities to provide incentives to developers for the provision of affordable housing and/or a community amenity. The Municipal Act allows municipalities to ask for the community amenity as part of a proposed development or on another site. To retain decision making at the local level, municipalities define what they deem as community amenities. As part of its commitment to child care, the City could decide that child care is a community amenity.

Incentives can be a non-confrontational approach to increasing the supply of child care. Incentives do not require a great deal of effort to enact; however, they have little effect unless the City encourages developers to use them. The literature indicates that child care incentives are successful when community members have been involved in the planning process.

Legislative incentives can also provide the City with greater flexibility and control regarding appropriate locations for child care sites. The City's Child Care Policy states that the City review its properties to develop an inventory of sites for future child care facilities.

Use of City Properties for an Inventory of Sites

The first two tasks identified in the New Westminster Child Care Policy is for the City to review its properties to develop an inventory of sites, and where appropriate, lease these facilities for the development of child care facilities.

Planning Child Care

City Facilities

The City of New Westminster owns and operates several facilities. These facilities include the community centres, the library, recreation centres, fire halls, museums, and civic buildings such as City Hall. In terms of total size, these facilities consist of approximately 600,000 square feet.

The City organizes its properties into three size categories:

- major facilities over 20,000 feet (there are nine facilities in this category, including the Parkade, City Hall and Canada Games Pool);
- medium facilities of 10,000 to 20,000 square feet (there are nine facilities in this category, including the Health Department, Centennial Community Centre and Queen's Park Arenex); and
- small facilities under 5000 square feet (there are thirteen facilities in this category, including Vagabond Theatre, Irving House and Queen's Park Greenhouses).

Several of the City's facilities are currently operating at full or near full capacity. Moreover, many of these facilities are inadequate for child care space, primarily based on the nature of the operation or the configuration of the building. Community centres have the greatest opportunity since they are built with large meeting rooms and generally have direct access to outdoor play space. However, the extent of community interest and support for using community centre space for this purpose would need to be determined.

City Land

The majority of the land that the City of New Westminster owns, operates and maintains is park land. New Westminster has 292 acres of open space (which includes 246 acres of park land). The City owns and maintains 25 parks and playgrounds.

As will be discussed below, identifying possible child care sites within City parks lacks community support. Workshop participants were concerned that if additional community facilities are placed on designated park land, park space will be further eroded and there will be less public access.

Notwithstanding, the City is in the unique position of owning all City streets and lane ways. When identifying possible child care locations, the City could consider the sale or disposition of City streets and laneways.

Listed below are three suggestions of when the City could better utilize surplus property to help create a child care facility:

1. if the City's property is land-locked or partially land-locked (i.e. with little or controlled access);
2. if the City's property is a small parcel with little development potential; or

3. if the City's property is near to complementary uses for children, such as a park, playground or school.

Where to Plan for Child Care - What Does the Community Have to Say?

At the Child Care Community Workshops, the Planning Department posed questions pertaining to the planning of child care; namely:

- What is the ideal location for a child care facility, in a home or in a community facility?
- When planning for child care, should City facilities be used?

Preferable Locations for Child Care Facilities

Participants in the *Planning For Appropriate Locations* groups were asked to rank preferred locations for child care facilities. The choices included in the parent's neighbourhood, in a school, as part of a community centre or at a parent's place of employment. Also, they were asked to comment on the use of legislative incentives to encourage child care.

According to participants, appropriate locations for facilities depend on the age of the child, the individual needs of the family and the local environment:

- Infant and toddlers: Preferred locations are the child's neighbourhood and the parent's place of work.
- Children aged 3 to 5: Preferred locations are the child's neighbourhood, multi-use buildings and churches.
- Children aged 6 to 12: The preferred location is a school.

Participants also commented on the use of City facilities for child care. With respect to unused or underutilized community centre space, participants only mildly supported this option (however,

they wanted to keep it open if future conditions change), and they strongly opposed using park land for future child care sites.

The Role of Location on Quality of Care

At the workshops, it was discussed that the location of some child care centres impact the quality of care provided. Participants stated that a residential setting is of secondary importance; rather, the *features* of the residential setting are of importance. Examples includes security, traffic safety, and quality indoor and outdoor play space.

When choosing child care, parents favour locational factors such as proximity to a school, secure grounds, quality of space (such as light and ventilation) and locations in low traffic areas. Locations of least desirability include industrial areas, buildings which have used outdated materials as unsafe to children (i.e. lead paint) and facilities near heavily wooded areas.

Legislative Incentives

The option of providing incentives for developers to create additional child care spaces was strongly supported by workshop participants. They recommended two incentive options: the first being incentives to developers of multi-family and commercial projects for on-site and off-site child care built to licensing standards; and the second being providing incentives for operating child care in a heritage house.

New Westminster has many historic houses and buildings. The New Westminster Heritage Management Plan supports the option of "adaptive reuses" for heritage structures (restoring buildings for economically viable uses). The option of converting heritage houses into child care centres would be one way of providing the necessary financial resources for restoration.

School Age Child Care

At the Child Care Workshops, the *Before and After School* Care groups discussed school aged child care. There are several school age child care programs currently operating in New Westminster. Although the provision of out of school care is the responsibility of the New Westminster School Board, these programs rely on the cooperation of the School Board, school administration and teachers working with after school societies.

In 1993, the New Westminster School Board approved a motion to support school age child care:

> *"The New Westminster School Board is supportive of non-profit Before - and After - School Care in neighbourhood schools. Schools shall release / share space for that purpose."*

(Source: New Westminster School Board, 1994).

Regarding the administration of school age child care, the School Board made three resolutions:

1. The Board will provide space for non-profit school age child care at no cost to the Board (all extra costs must be borne by the care service).
2. Each applicant for care must be submitted to the Secretary - Treasurer and presented to the Board for approval. It must meet Ministry of Health standards and licensing guidelines before final approval is granted.
3. The support of the Principal and School Staff must be obtained as to how the Care service operates in excess school space or in shared space.

The Westminster Children's After School Society (WCASS) is a non-profit society run by a parent Board of Directors. WCASS currently has six out of school programs which operate year round. There is a before and school age child care program (ages five to 12) at Connaught Heights School and a Kindercare. At Herbert Spencer School, there is a before and school age child care program. There are two programs at Hume Park School (at Park Place - before and school age child care and kindercare, Hume Park Preschool - for four and five year olds). There is a before and school age child care program at John Robson School. A school age child care program recently opened at Lord Tweedsmuir School.

There are two additional school age care programs. One is available at Kid's Place, operated by the Salvation Army on Sixth Street, and the other is at the Columbia Day Care Society operating out of Knox Church.

Consultation with key community representatives indicate that while school age child care is an important service in the community, there are some issues to overcome. (*Letters from F.W. Howay and Herbert Spencer School regarding these issues are contained in Appendix D.*) The three main issues involve: (1) the sharing of classroom space (resulting in inadequate preparation time for teachers); (2) keeping children in one location from early morning to evening; and (3) increasing costs associated with maintenance.

What Does the Community Have to Say?

The Location of School Age Child Care Facilities

Workshop participants were asked to comment on their preferred location for school age child care. The *Tool Kit* identified several options for comment, such as an additional service in a family day care, in a community centre, or as part of the school.

Planning Child Care

While participants favoured all these locations, facilities located on a school site were most preferred. The option of locating a facility off a school site was supported only if within a two to four block radius of the school. The option of using park land was opposed.

Parents' main concern when choosing the location of child care involved safety and walking distances for children. Locating school age care in a school received the most support since it allows parents to pick up children of varying ages from the same location. Moreover, with respect to the type of buildings, parents prefer permanent structures over portables. Workshop participants also acknowledged that limited available space in schools and forecasted high demands for school space over the next decade will be a further barrier to in-school child care in the future.

Maximizing Support

To create an environment of support and consultation, participants suggested that child care staff, teachers and parents (including representatives from the parents' advisory council) hold regular meetings. Since they rely on schools, child care centres should seek to foster a good relationship with teachers and the School Board.

Participants also suggested that child care providers share their successes with school staff, teachers and other child care providers.

Promoting More Child Care - Legislative Incentives and Group Child Care

Participants supported using legislative incentives for the provision of child care. Employers and residential developers who create demand for child care in the City, could be offered a child care incentive.

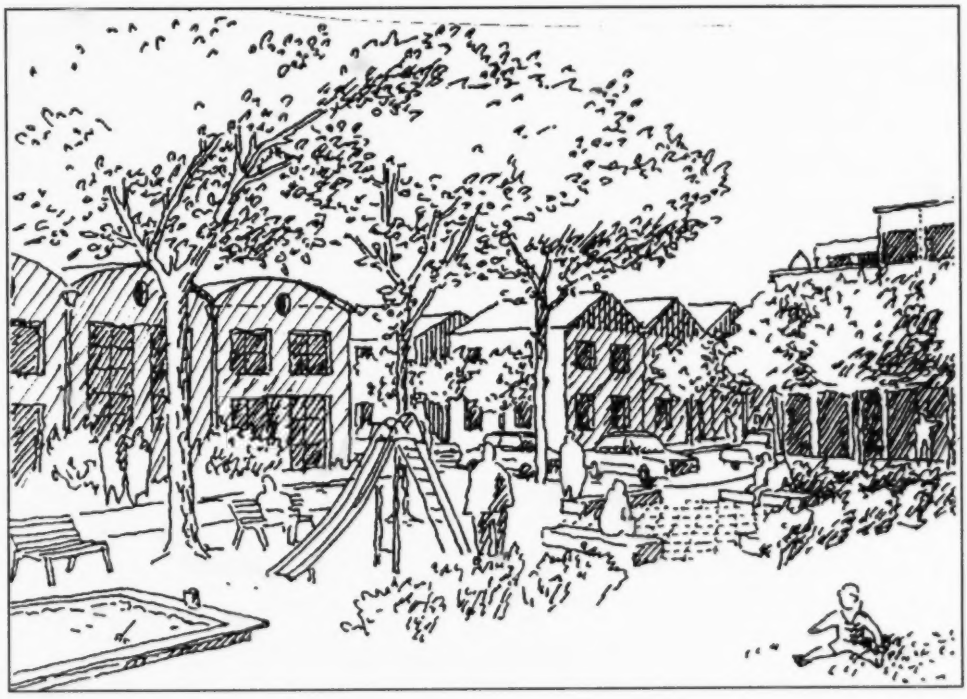
Also, participants requested that zoning restrictions that hinder the creation of group child care spaces in residential neighbourhoods be modified. They would like more group child care in neighbourhoods, providing parents with more options nearer to home.

Group Child Care in the Neighbourhood

Both the *Planning For Appropriate Locations* and the *Before and After School Care* groups supported group child care in residential neighbourhoods. Several American studies have investigated the experiences of cities implementing group child care facilities in residential neighbourhoods. According to research findings, when cities implement a group child care zone, the two most cited concerns by neighbours are noise and traffic.

Issue of Noise

The most often expressed concern with locating a group child care facility in a residential neighbourhood is the increase of noise. Studies in Oakland California and Maryland in a suburb of Washington D.C. both found that noise is not a significant problem. The study from Maryland concluded that neighbours did not report any significant increase in noise levels.



> *"The noise from a child care home is the same noise made by any family with children. Often, neighbours playing music, repairing equipment or taking care of their lawns make more noise than that generated by the children in a child care home".*[4]

Furthermore, due to licensing requirements, some type of fencing and hedging is required which provides neighbouring homes with additional noise buffers.

[4] *Zoning for Child Care, page 10*

Issue of Traffic

The second most cited concern when locating a group child care facility in a neighbourhood is the increase in traffic. Despite complaints that traffic will increase considerably if group child care homes are allowed, there is no evidence in the literature to support such a claim. A 1987 study surveyed neighbours of group child care facilities having up to 20 children each. 94% of respondents noted that traffic had increased only slightly or not at all since the centres were established. The study concluded that:

> *"No significant back up of cars picking up or delivering children were observed, and that the amount of traffic generated at each facility was minimal and the distribution of traffic was even throughout the day".*[5]

With respect to New Westminster neighbourhoods, it is recognized that the issue of parking for child care staff and the loading and unloading for parents may be problematic where on-street parking is already in short supply. Ideally staff parking could be provided off-street in neighbourhoods that have limited on-street parking. Moreover, where a facility requires a loading zone to pickup/drop off children, this could be accommodated on a road abutting the child care facility.

Chapter Summary: Implications for the Child Care Strategy

This chapter has discussed the role of government, and zoning and location features when planning for child care. There are two main roles for the City in the planning of child care. The first is to provide direction in neighbourhood and social planning. If child care is incorporated as part of the planning process, child care needs will be addressed along with other key neighbourhood based services. The second reason is to identify partnerships: the City has the opportunity to facilitate partnerships, in particular, during the development approval process.

Locational Criteria and Guidelines

To assist the community and the development industry in the promotion of child care space, it is recommended that locational criteria and design guidelines be considered during the development approval process. The location of child care facilities should promote the safety and well-being of children in care, in addition to ensuring neighbourhood integration.

[5] *Zoning for Child Care, page 10*

Amend Family Child Care

The City could promote additional family child care in neighbourhoods by amending the Zoning Bylaw to reflect recent changes to the Child Care Regulation which allows seven children in each residential zone.

Group Child Care in Residential Zones

To encourage more child care in neighbourhoods, group child care facilities should be encouraged in residential neighbourhoods, and that child care guidelines for the location of group child care facilities be considered.

Encouraging School Age Child Care in the Schools

It is recognized that school age child care in schools is outside the mandate of the City's Child Care Strategy. Notwithstanding, school age care is needed in most New Westminster neighbourhoods, and parents prefer school age care in the schools. For these reasons, it is recognized that school age care is an important community service.

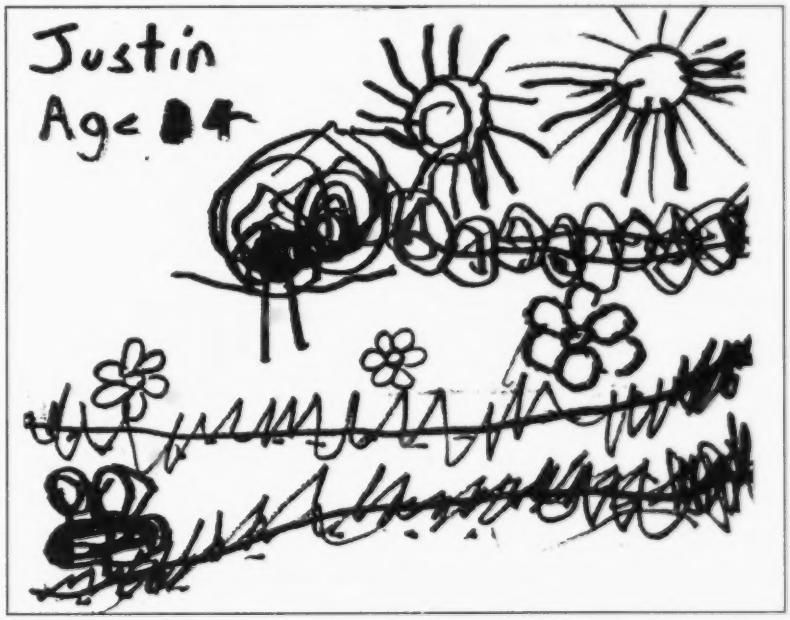
This chapter discusses approaches in promoting child care. The first part of the chapter explores how the City can promote child care through the identification of partnerships. The second part of the chapter examines the role of the employer in child care.

Promoting Child Care: Opportunities for Partnerships

There are several ways that the City can help promote child care. One of the most effective options for the City is the identification and facilitation of partnerships.

Three case studies of partnerships are discussed below. Each of these examples has succeeded due to the commitment of the groups involved and their ability to respond to local needs.

1. Ready Set Grow Day Care, New Westminster



The development of the Ready Set Grow Daycare has been the result of a collaborative effort between the Provincial Government, the New Westminster School District and the Lower Mainland Purpose Society for Youth and Families. The facility is located at the New Westminster Secondary School. The program for young parents was originally funded by the Ministry of Education at a cost of $160,220. This cost covered start up expenses, such as license fees and salaries.

Ready Set Grow Daycare provides 28 licensed spaces consisting of 12 infant (6 weeks - 18 months), 12 toddler (19 - 35 months) and 4 preschool (3 - 5 years) spaces. Child care services are offered to the children of students who are enrolled in New Westminster Secondary School or any of the Continuing Education programs. The New Westminster Secondary School pays for the cost of utilities.

The facility offers full and part time spaces for children, and the fees are fully subsidized by the Ministry of Social Services. Ready Set Grow is unique because it recognizes both the needs of

children and their young parents. The integrated service includes an Outreach Worker, Public Health Nurse and other resources.

2. BC Hydro Facility, Burnaby

The second case study is an example of a public - private sector partnership in child care. This facility is located at the BC Hydro Building in Burnaby.

In 1991, a partnership was struck between the City of Burnaby and BC Hydro to provide child care spaces in Burnaby. BC Hydro agreed to provide $250,000 cash and the City of Burnaby agreed to provide an additional $250,000 cash and municipal land. The Provincial Government's Ministry of Women's Equality contributed an additional $416,000. In 1995, prior to opening the facility, another partnership was struck with a private corporation, B.C. Automobile Association. BCAA donated child care furniture and equipment, worth $40,000.

The facility opened September, 1995. A non-profit society operates the child care centre with spaces for both the City of Burnaby employees and B.C. Hydro employees.

3. Combined Child Care and Adult Day Services Facility - Richmond

A new model for the planning and building of community facilities is currently underway in Richmond. This facility consists of a joint child care and adult day services in Richmond Hospital. Although these two groups have different and unique needs, several people in Richmond were discussing the opportunities of combining adult services and child care.

Originally, the City of Richmond considered establishing a child care centre in City Hall for its employees. This process evolved into a partnership between Richmond Hospital's Workers Compensation and the City of Richmond with funding to be raised through the Ministry of Women's Equality and the Ministry of Health.

This proposal is currently in the negotiating stage. A site has been selected adjacent to Richmond Hospital's new extended care unit. Richmond Hospital owns the land and its Board is designing the facility. The centre will be constructed in a separate building and will provide space for 12 infants, 12 toddlers and 25 children aged 3 - 5. The building will house an adult day program for 10 seniors run by the Richmond Kinsmen Home Support Society. Some joint programming is also planned.

> *"The plan to bring older people and children together sounds so logical that it came as a surprise to discover this is a first for British Columbia ... It's an exciting innovation. I'm sure the seniors and children will benefit from contact with each other."* Health Minister Paul Ramsey.[6]

[6] *Press Release, January 26, 1995*

Construction began in the Summer, 1995 and is expected to be completed by early 1996. The child care facility will be available to all parents in Richmond. Operating funds for the adult day program will come from the Health Ministry's continuing care division and has approved up to $1.7 million in capital costs for the centre. The child care program will operate on a cost-recovery basis.

Information Sharing With Child Care Providers

Another way that the City can promote child care is by assisting caregivers. Interviews with child care providers reveal the need for additional support systems. Many child care providers feel that they are operating their businesses in isolation, and do not have the necessary training to budget effectively. Several caregivers have noted that they would benefit with access to legal, financial and administrative expertise.

Some child care providers noted that they would benefit from additional training to cope with stressful situations, such as the steps to take if an intoxicated parent comes to pick up a child or resolution techniques if a child is caught in a parental custody dispute.

Why Should I Get Involved? The Role of the Employer in Child Care

Throughout the course of this process several people have asked why employers should get involved in child care. In their opinion, employer based child care would only increase the cost of doing business. What they do not realize is that employer based child care can make good business sense.

Child care can offer several opportunities for employers, both large and small, employees (parents) and businesses in the service sector. The literature shows that in order to have successful local child care programs, it is essential to have an entrepreneurial approach. New and unconventional ideas should be tried and given an opportunity to succeed.

Employer Based Child Care - What Does the Community Have to Say?

The issue of the *Role of the Employer* was raised at the Child Care Community Workshops. Outlined below are the comments made by employers and employees attending the Workshops.

The Employer's Perspective

None of the employers attending the workshops offer child care for their employees. The majority of employers in the city do not have formal child care services, programs or policies in place. Employers participating at the workshops purported that child care should be supplied by the market and that finding child care was ultimately the employee's responsibility.

Promoting Child Care

Participants noted that since no incentives are in place making employer based child care financially feasible, employers would continue to be reluctant.

Family Supportive Benefits:

Workshop participants knew of few employers who offer family supportive benefits. In most cases, employers consult with employees on an individual basis to determine child care needs. The groups felt that job sharing would only be feasible for larger employers in order to retain two part-time positions and provide job place continuity. In order for job sharing to be effective, there would have to be a willingness to communicate, work together and have clear guidelines established.

Participants liked the idea of employers in the same area forming child care consortiums, and setting up an information and referral system for child care facilities.

Workshop participants felt that financial incentives, such as grants or tax breaks, would need to be available to employers to make child care service delivery feasible.

The Employee's Perspective

As parents, several participants noted instances where they have been unable to work overtime or attend evening meetings due to child care schedules. Difficulties in securing quality child care (especially for infants/toddlers) have caused some parents to make career shifts or turn down opportunities for career advancement. Parents can experience low morale, stress, hectic organizing schedules as well as guilt leaving children in the care of others. They can also miss time at work with an ill child.

Employee Expectations Regarding Child Care:

Workshop participants unanimously agreed that employers should provide some form of family supportive benefits to employees. Flexible work hours, allowing parents to arrange work schedules, was considered the most popular option to relieve stress and increase productivity.

Another popular suggestion was providing extended maternity leave for up to one year, with a supplemental benefit program to "top off" the leave. The groups supported the policy where employees would set days off per year to care for a sick child, in addition to the employee's own sick leave time.

Provision of Facilities, Services and Policies:

Parents unanimously agreed that, if available, they would use child care at their place of work. They also stated that they would use employer provided child care away from their business, if appropriate and of a quality service.

Workshop participants suggested that employers study the impact of employee child related issues to determine whether providing child care services would be cost effective for them in the long run.

Opportunities in Employer Based Child Care

As noted earlier, flexible time and job sharing are considered popular options for employer provided child care. Research conducted in the United States revealed that 69% of employees with companies that offer child care noted flexible time and job sharing as the two main reasons why they stay with their employer.

Demographic trends indicate that women will form 50% of the workforce by the year 2000. This reinforces the necessity of joint employer / employee responsibility in child care.

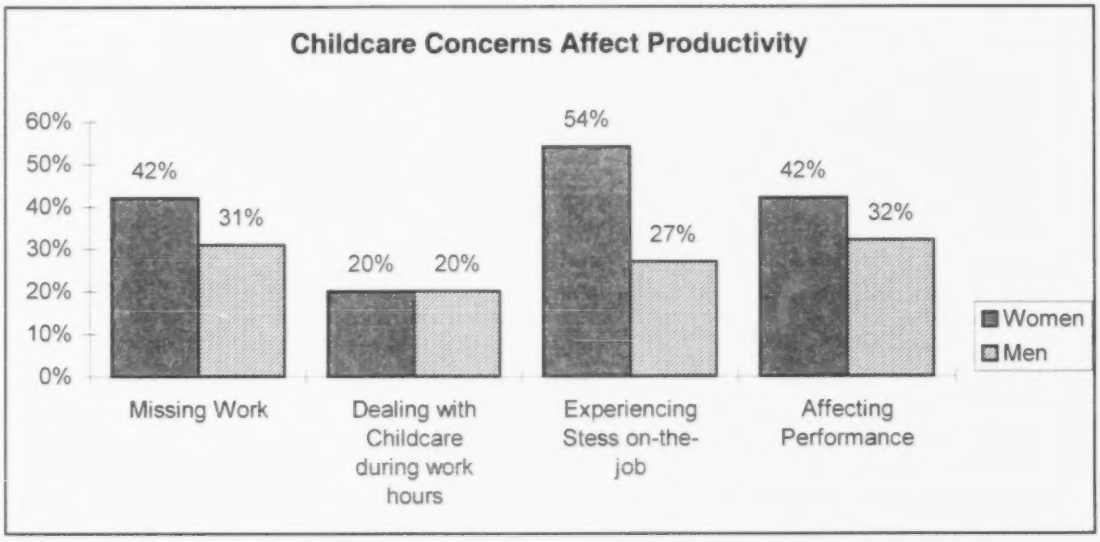
As Figures 1 and 2 reveal, child care problems can impact negatively on employee productivity. This is an issue for both men and women. For example, a Work and Family Resources Survey of 1,200 employees at the Honeywell Corporation found that:

- Dual income earners with children are two to three times more likely to have concentration problems, impaired judgment at work, and work goals adversely affected by family pressures.
- Child care pressures significantly affect both men and women.

Child care is a family responsibility, not only a "woman's issue". For example, the Los Angeles Power Department in the U.S. found that 40% of the child care participants are male.[7]

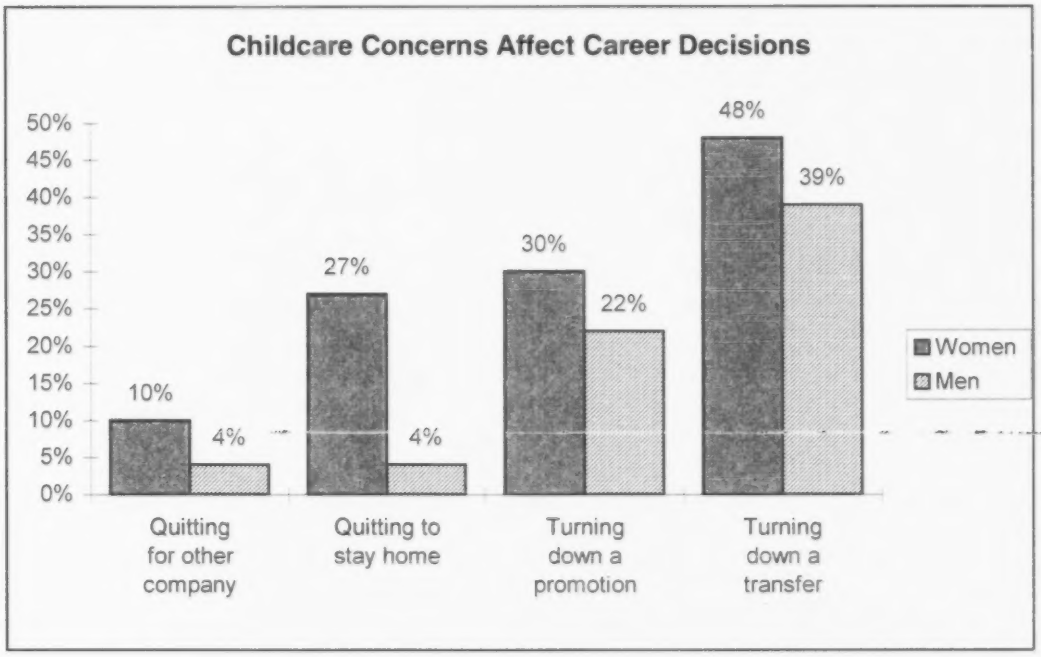
Figure 1

[7] Information provided by BC Hydro. 1994



Source: John Fernandez - A.T. & T. 87/88 study on 30 major companies > 30,000 employees.

Figure 2



Source: John Fernandez - A.T. & T. 87/88 study on 30 major companies > 30,000 employees.

Higher Productivity

The provision of child care is an important and challenging issue facing the business community in the 1990's. Corporations that accept this challenge will be able to diversify their ability to meet future demands of business environments. *"As more parents enter the workplace to offset the rising cost of living, and as independent daycare becomes less feasible, the responsibility of providing affordable child care must lie on the shoulders of the business community."*[8]

For an employer, the provision of child care can increase employee productivity and work effectiveness:

> *"Surveys conducted in the U.S., based on employee feedback after the introduction of a child care facility, indicate the savings may be as high as one hour per day per employee of increased productivity."*

Clients and non-clients alike indicate that on-site child care centres have a humanizing effect on the workplace: *"I spin my chair around and watch the kids on the playground. Seeing them laugh helps me put things in perspective."*[9]
The following two quotes illustrates some of the benefits of child care to the employee:

> *"For me it's the perfect solution. I get peace of mind from knowing that my son is nearby and is well taken care of ... and he seems to enjoy the other kids' company and all the activities."*

> *"My wife works different hours than me, and that makes it tough to coordinate our schedules with the child's day. The daycare givers us the flexibility we need."*[10]

Marketing Opportunities - Child Minding in Shopping Centres

Another way that the City can promote child care is by encouraging New Westminster retailers to provide child minding and drop in facilities for customers.

[8] Source: BC Office and Industrial Leasing Guide, 1991

[9] Source: UDI Downtown Development Handbook, 1992

[10] Source for Both Quotes: A Guide to Employer Supported Child Care, Focus Magazine, Winter 1992

Promoting Child Care

On-site child minding allows shoppers to drop off their children and shop with relative ease. Many local retail centres are now providing on-site child minding. Cambridge Shopping Centres, for example, leases space for child minding in two of its shopping centres, Metrotown Mall in Burnaby and Oakridge Mall in Vancouver. Both malls have space leased by Jelly Bean Park. Jelly Bean Park is a private child care and child minding operation.

On-site child minding at retail centres would include child minding for both shoppers and part time staff of the mall. It is recommended that child minding operations have qualified staff and consult with the Community Licensing Officers for advice on sufficient staff to children ratios. With respect to the economics of child minding, a mall should have approximately 150 retail stores to generate sufficient shopper traffic.

The two major indoor shopping areas in New Westminster are Royal City Centre Mall and the Westminster Quay Public Market. It would be an opportunity for these facilities to provide child minding services for its patrons and/or child care for retailers' children.

Chapter Summary: Implications for the Child Care Strategy

This chapter has identified ways that the City can assist in promoting child care.

Assisting Child Care Providers

Interviews with child care providers reveal that they would benefit from additional support services. A community-based support system should be explored that serves the needs of child care caregivers.

Promoting Employer/Employee Benefits

An effective approach to advocating child care would be to promote the benefits of employer based child care to the businesses in New Westminster. One suggestion made at the Child Care Community Workshops is for the City to distribute information, such as a newsletter, to the major employers in New Westminster indicating the financial benefits of employer based child care.

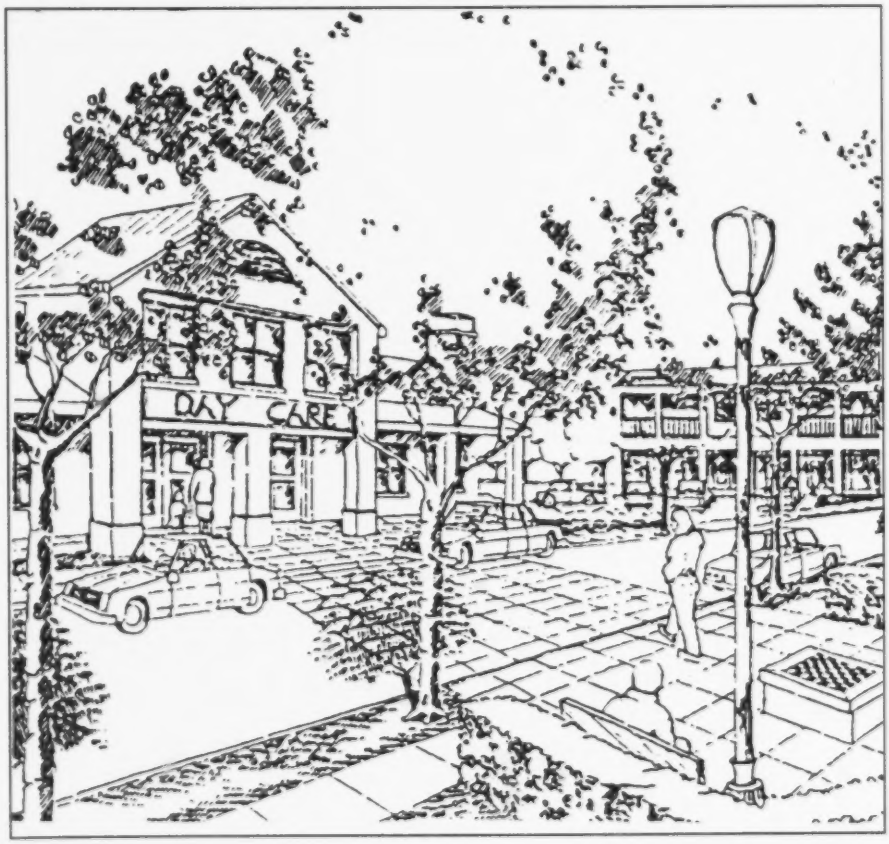
Incentives and Partnerships

To build on the City's existing service levels in permitting and licensing child care, the use of legislative incentives should be explored. The City could identify opportunities and facilitate partnerships amongst the business community, the development industry, the Provincial Government, caregivers and service agencies.

Multi-Purpose Community Facilities

The case study of the combined child care and adult day services facility in Richmond highlights two important points: one, the opportunities for multiple age interaction (seniors and children); and two, that facilities should be designed and built as multi-purpose. The case study in Richmond reveals that flexibility and innovation is necessary for community facility planning. This point has clear implications for New Westminster.

The population of New Westminster is aging: at present, 17% of the population is over 65 years. If the use of legislative incentives is being pursued for child care space, the space should be adaptable to changing conditions, if appropriate. For example, a multi-purpose designed building could house a shared child care and adult care facility. In another example, if a facility no longer has sufficient children enrolled, it could be adapted and become a neighbourhood house for youths. In both cases, when planning for these community facilities, if the location and space is appropriate, the City could request that the space be designed and built as multi purpose.



The recommendations of the *Caring for Children* Child Care Strategy are designed to strengthen the City's existing high service levels in the provision of child care. The recommendations are organized in three sections; namely:

A. Planning For Child Care

B. Addressing The Child Care Needs Assessment

C. Promoting Child Care

A. PLANNING FOR CHILD CARE

There are several recommendations that would assist the City when planning for child care. These recommendation will enhance the New Westminster Child Care Policy.

I. Incorporate Child Care Policy In The Official Community Plan

During the process of the *Caring for Children* Child Care Strategy, several issues were identified. It is recommended that child care planning be incorporated into the neighbourhood planning process, and that the City continue to promote and encourage the creation of licensed child care space in appropriate development proposals. Neighbourhoods should be planned as "child friendly" places, with policies and regulations that are designed to meet the needs of families.

The City of New Westminster is currently updating the Official Community Plan. During this process, the City and the community will plan for the future of New Westminster. Updating an Official Community Plan gives a community many opportunities, namely to identify the kind of neighbourhoods New Westminster would like to have. Planning for child care is a key component to planning for the future of New Westminster.

It is recommended that the following child care policy and objective be incorporated into the City's Official Community Plan:

Child Care Policy: The provision of child care is an essential community based service which contributes to the social and economic well being of the City.

Child Care Objective: The City will consider the provision of child care in the context of neighbourhood planning by evaluating the need for child care in proposed developments.

Recommendations

II. Adopt Locational Criteria to Assist in the Planning For Child Care

Participants at the Child Care Community Workshop identified several important locational factors. New space needs to achieve a balance between quality and affordability, and neighbourhood integration. Factors include the need to promote overall safety, design compatibility with the neighbourhood, health and well-being of children in care, traffic congestion, parking and drop-off, accessibility to amenities and facilities frequented by children, and privacy for facility users and adjacent neighbours. It is recommended that the following locational guidelines be used when locating future child care facilities.

1. Locate Child Care Facilities Close to Child Oriented Facilities

Child care facilities should be located within a child's walking distance of one or more of the following community amenities: school, park, playground, open space, community centre, library, neighbourhood centre. The maximum distance should be 200 metres.

2. Locate Medium Sized Child Care Facilities, 8 to 25 children, in Single and Multi Family Residential Zones

Through the mechanism of a rezoning process, medium, neighbourhood scale facilities with a maximum enrollment capacity of 25 children should be located in residential neighbourhoods.

3. Avoid Sites Along Arterial Streets

It is not preferable to place child care facilities along arterial roads, for the sake of children's safety as well as for traffic efficiency. However, should a child care centre be located along an arterial, the following guidelines should be provided:

- child activity areas should be placed at the rear of the site and be completely fenced and secured, and their appearance should be consistent with the visual character of the existing streetscape;
- the lot should be deep enough to provide for all drop-off and parking (short and long term) within the site itself, including adequate areas for vehicle turning movement to prevent drop-off and turning movements on the arterial road; and
- that there be adequate separation of pedestrian paths from vehicle routes in the parking, loading and drop-off areas of the site.

4. Concentrate New Facilities in Under-Served Neighbourhoods

To avoid unnecessary concentration and duplication of child care facilities, new facilities should be encouraged to locate in underserved neighbourhoods first. Applicants should consult with the Health Department.

5. Address Staff Parking Needs

During the planning of a child care facility, operators should determine the parking needs of their staff, and identify appropriate solutions. This will resolve possible conflicts with neighbours regarding any effect on existing on-street parking.

III. Adopt Child Care Design Guidelines to Assist in the Planning For Child Care

It is recommended that when evaluating new child care facilities, the child care design guidelines be incorporated into the planning and development approval process. The Health Department has developed child care design guidelines for use. *Refer to Appendix E.*

The child care design guidelines should provide direction in several areas, including:

- Regulations for Infants and Toddlers, and Preschool Care
- General Requirements for all Facilities (Furniture, Equipment and Fixtures)
- Space Arrangements and Room Configuration
- Calculation of Child Care Space Requirements for Commercial, Residential, and Out Of School Care
- Design Review Checklist
- Site Characteristics for Facilities
- Requirements for Group Play Areas: Wet and Dry Areas, and Indoor/Outdoor Play Transition
- Considerations of Environmental Qualities

Recommendations

IV. Explore the Use of Legislative Incentives in the Planning and Permit Approval Process to Encourage Additional Child Care Space

Proposed Child Care Incentive:

A suggested incentive would be for 2,000 square feet of residential and commercial floor space for 3,000 square feet of built child care space, or pay the equivalent by calculating the cost to construct

Strengthen Existing Departmental Approaches by Using Incentives to Build On-Site Facilities - Medium and High Density Residential, and Commercial

The Planning Department currently encourages the creation of child care space by having multi-family developers construct amenity space to child care standards and designed with access to outdoor play space.

The Zoning Bylaw could be amended to provide investment incentives for developers to build both, the amenity area and a child care facility to licensing standards. The Zoning Bylaw could also be amended to allow the developer to contribute a cash-in-lieu for the child care facility in exchange for higher density. To facilitate the cash-in-lieu contribution, the City will establish a child care fund.

The Zoning Bylaw could be amended to allow additional commercial space in exchange for a child care facility.

Strengthen Existing Departmental Approaches by Using Incentives to Build Off-Site Facilities

The Zoning Bylaw could be amended to allow a developer to build a child care facility off-site at an appropriate location or to provide the cash-in-lieu contribution. The suitability of locations will be determined by the City with the use of child care locational criteria.

When Using Legislative Incentives, Construct Child Care Facilities as Multi-Purpose Space and Lease to a Non-Profit Society, Whenever Possible

It is recommended that the City encourage developers to construct child care facilities as multi-purpose designed space, whenever possible. This will ensure that space can adapt to changing conditions in the community.

Moreover, it is recommended that when the incentive mechanism is used, the space should be leased to a non-profit society for a nominal fee. The contract will be secured with a Section 215 Restrictive Covenant on title or by a housing agreement.

Using Incentives to Locate Child Care in a Restored Heritage House

It is recommended that the City explore adaptive reuses of heritage houses for family and group child care facilities. An appropriate incentive should be considered that will meet two community objectives: encourage additional licensed child care space, and encourage the restoration (and potential designation) of heritage houses.

Use of City Property in Development Applications with Child Care

It is recommended that City Council consider the disposition of streets and laneways to a developer considering the construction of a child care facility. The following list outlines criteria when considering the sale of City property:

Identifying Possible Sites for a Child Care Facility:

1. if City's property is land-locked or partially land-locked site (i.e. with little or controlled access);
2. if City's property is a small parcel with little development potential; or
3. if City's property is near to compatible uses to a child care facility (e.g. park, playground or school).

B. ADDRESSING THE CHILD CARE NEEDS ASSESSMENT

The Child Care Needs Assessment identified three areas of need in New Westminster:

1. Infant / Toddler Child Care Space
2. School Age Child Care Space
3. Non-Traditional Child Care Space

Recommendations

Promote Additional Infant / Toddler Child Care:

I. Request Additional Provincial Government Financial Support for Operating Costs of Licensed Facilities

Participants of the Child Care Community Workshops indicated that parents' preference for infant and toddler child care is to be close to home or at their place of work. To offset the high cost of infant and toddler care, it is recommended that the Provincial Government increase funding for operating costs of licensed facilities. At present, the wage initiative grant is supplementing wages of staff members, however, administrators and directors do not qualify for this grant. It is suggested that the Provincial Government explore ways to expand the wage supplement to administrators and directors.

II. Explore Amending the Zoning Bylaw Allowing for 7 Children in Family Child Care

It is recommended that the Zoning Bylaw be amended to reflect the Child Care Regulation which allows seven children in each residential zone. Amendments to the Zoning Bylaw for seven children will enable family child care operators to get insurance for seven children instead of the five children that are presently allowed in the Zoning Bylaw.

III. Explore Amending the Zoning Bylaw and Create a New Zone for Group Child Care

It is recommended that a new zone be created specifically for group child care in residential zones. The zone would allow group child care facilities of up to 25 children as accessory uses in single family residential zones (i.e. RS-1, RS-2 and RS-5). It is recommended that group child care centres in residential zones undergo a rezoning process and that the use of child care design guidelines be encouraged in the approval process.

IV. Encouraging Employer Based Child Care to Businesses in New Westminster

It is recommended that the City work with the Chamber of Commerce by distributing an employer based promotional brochure which outlines the productivity benefits of child care for their employees.

V. Encouraging Employer Based Child Care by Determining the Child Care Needs of City Employees

It is recommended that the City determine the child care needs of its employees. This could serve as a role model for other employers in New Westminster.

The City, possibly through the Personnel Department, could establish a joint employee-employer committee to examine work-related and family issues. To determine employee needs, the City could develop and distribute questionnaires or hold employee focus groups. Policies and practices

considered for City employees could include family sick leave, parental leave, flextime, job sharing and flexiplace.

Promote School Age Child Care:

I. Encourage The Ministry Of Education And The New Westminster School Board To Build New Schools With Purpose Built Child Care Space

It is recommended that the City encourage the Provincial Government Ministry of Education to consider the child care needs of parents when constructing new school facilities.

Several participants at the Child Care Community Workshops would like school age child care provided in each elementary school. When planning for school age child care, the following list is of parents' order of preference:

First Choice: School age child care in the school

Second Choice: School age child care on school property in a permanent structure designed for children's use

Third Choice: School age child care on the school property in a portable

II. Support Shared Space Action Plan

The New Westminster School Board and the Westminster Children's After School Society have jointly developed an Action Plan for Shared Space. The purpose of this Action Plan is to assist new child care providers with the typical considerations of a shared class room and child care facility arrangement. *Refer to Appendix F.*

III. Continue to Encourage Child Care Providers to Offer School Age Child Care

As part of the dialogue with child care providers, the City should continue to encourage school age child care whenever possible, in particular in the neighbourhoods of most need.

Promote Non-Traditional Child Care

I. Encourage Child Care Providers to Offer Non-Traditional Child Care

The *Child Care Needs Assessment* revealed that parents' top three preferences of non-traditional care were: part-time child care services (46%); drop-in child care services (44%); and child care with extended hours (30%).

The City should encourage child care providers to offer part-time care and extended hour care whenever possible.

Recommendations

It is recommended that the Planning Department encourage new retail establishments to create facilities for drop-in child care whenever possible, and to encourage retail applicants to liaise with the Health Department.

C. PROMOTING CHILD CARE

To build on the high quality child care service in New Westminster, it is recommended that the City assist in the promotion of child care by implementing several initiatives.

Information Sharing With Child Care Providers

I. Encourage Child Care Providers to Create A Community Based Non-Profit Society

Encourage child care providers to create a non-profit society that is community based and has representation from the business community.

The non-profit society would be multi-purpose:

(1) This society could act as an umbrella organization for other societies and providers in the City, and provide consistency when advising on legal and accounting procedures, and policies and procedures for the administration of the facility;

(2) This society could have bulk purchasing power and act as a group able to take out dental and medical plans for child care providers and their staff; and

(3) This society could coordinate supportive child care initiatives such as securing grants for special needs child care placement grants and a transitional coordinator.

II. Collect Information in Conflict Resolution Techniques

It is recommended that information on conflict resolution be provided to child care providers through the Burnaby/New Westminster Child Care Support Program. City Departments could work together and develop a hand out for child care providers.

Support for Parents

I. Request Additional Provincial Government Financial Support To Parents

While the majority of Provincial Government funding should be directed towards child care facilities, an appropriate portion of funding, however, should also be distributed to low and middle income parents in need of child care.

II. Create A Child Care Handbook

It is recommended that the Health and Planning Departments jointly develop a child care handbook. This handbook would have an inventory of space with fees and a contact name.

The handbook could also be provided to prospective child care providers, and outline prospective sites for child care space, zoning regulations and building code requirements. Copies could be made available at the Planning and Health Departments information counters.

Facilitate Partnerships in the Community

I. The City to Identify Community/Business Partnerships in Child Care

During the development and building approval process, it is recommended that the Planning and Health Departments continue to work together to identify possible partnerships in the community (i.e. service clubs, financial institutions, community organizations). Initiatives such as an "Adopt A Swing" campaign should be explored.

II. Create an Information Pamphlet to Inform the Real Estate Industry

on Requirements for Child Care

It is recommended that the Health and Planning Departments prepare a one page information pamphlet for real estate agents. The pamphlet could highlight the factors to consider for a child care facility. This pamphlet could assist in identifying prospective child care sites while a property is on the market.

Assisting City Staff in Child Care

I. To Request that the Provincial Government Amend the Child Care Regulations and Provide Community Care Licensing Officers with Greater Regulatory Discretion

It is recommended that the Provincial Government amend the Child Care Regulations and provide Community Care Licensing Officers with greater discretion to vary child care regulations. Empowering Community Care Licensing Officers will enable them to respond to local conditions.

One area requiring greater discretion is the placement of facilities. Licensing Officers could be empowered to make decisions for underserved neighbourhoods and have the flexibility to amend licenses as local needs change.

II. Request The Provincial Government Fund A Child Care Advocate Position To Serve The City's Health Unit

To assist in the delivery of child care services, it is recommended that the City investigate the availability of Provincial Government grants to hire a Child Care Advocate to service the needs of the City's Health Unit.

III. Continue to Work With the Child Care Steering Committee to Provide Expertise and Assistance

It is recommended that the City retain the Child Care Steering Committee to provide guidance on child care issues, whenever needed, and oversee the implementation of the *Caring for Children* Child Care Strategy.

IV. Monitor and Evaluate Child Care Needs on a Regular Basis

It is recommended that the Health and Planning Departments work jointly to monitor the child care needs of New Westminster residents and workers.

Initiatives to Address Child Care Needs by Neighbourhood

Analysis has revealed the type of child care needed by neighbourhoods Five neighbourhoods needing the greatest number of child care have been selected and initiatives have been identified to address these needs (note: the methodology is based on the New Westminster School Board's boundaries, known as school catchment areas).

Priority	Neighbourhood by Catchment Area
1	Glenbrooke North, Queen's Park and Uptown
2	West End
3	Queensborough
4	Downtown, Brow of the Hill, North Arm North
5	Glenbrooke South, Sapperton, Victory Heights

Child Care Considerations for Five Neighbourhoods

1. Glenbrooke North, Queen's Park and Uptown

It is recommended that the Ministry of Education consider a purpose built child care facility in the proposed Terry Hughes Middle School.

It is recommended that family and group child care be encouraged in this catchment area.

2. West End

The new out of school care program in Lord Tweedsmuir Elementary School will help address the shortage of space; it is recommended that the Shared Space Action Plan be considered.[11]

It is recommended that the Ministry of Education consider a purpose built child care facility in the proposed new school for the West End.

It is recommended that family and group child care be encouraged.

[11] See Appendix F

3. Queensborough

It is recommended that a purpose built child care facility be encouraged on the Port Royal development.

It is recommended that family and group child care be encouraged.

It is recommended that the Ministry of Education consider a purpose built child care facility in the Queen Elizabeth Elementary School proposed addition.

4. Downtown, Brow of the Hill, North Arm North

It is recommended that a child minding facility be encouraged at existing facilities (i.e. the Westminster Quay Public Market).

It is recommended that a purpose built child care facility or drop off playroom be encouraged in new facilities (i.e. the proposed Fraser River Discovery Centre development).

It is recommended that the City encourage employer based child care for the businesses of the Downtown.

5. Glenbrooke South, Sapperton, Victory Heights

It is recommended that opportunities for partnerships be investigated with major employers, such as the Royal Columbian Hospital and the Justice Institute.

Child Population Projections

Age Group	1997	2000	2003
1 - 4	2,654	2,966	3,001
5 - 8	2,043	2,529	2,858
9 - 12	1,653	1,979	2,426

Source: Baragar Demographic. 1994 for the New Westminster School Board

Appendix D

School Age Child Care - Letters

Survey of Lower Mainland Municipalities

Municipality	Needs Assessment	Child Care Strategy	Zones		Number of Children	
			Family	Group	Family	Group
Vancouver	Y	Y	All zones	All zones	7	25
Richmond	Y	Y	All residential, and agricultural zones	All commercial, industrial, public use and Assembly zones	10, up to 16 in new residential zone, R6	25
Burnaby	Y	Y (Policy)	Single family residential zones	All commercial, multi-family residential zones, some institutional zones, and under certain circumstances in comprehensive zones	Up to 7 in single family zones ; with rezoning, up to 10.	No specific limit
City of North Vancouver	Y	Y	All Residential, Commercial, Industrial and Public use and Assembly	All Residential, Commercial, Industrial and Public use and Assembly	17 for residential, no limit for Commercial / Industrial and Public use and Assembly	20 for residential, no limit for Commercial / Industrial and Public use and Assembly
West Vancouver	Y	N - only Child Care Policy	All residential	All residential, some commercial	7	Outstanding
Coquitlam	Y - Tricity Needs Assessment	In process as District 43	All residential, business industrial	All residential, business industrial	7	25
Surrey	N	In process	All residential, given specific locational criteria	All residential Most commercial / residential mixed use, given specific locational criteria	8	25+
City of Langley	N	N	All residential	All residential	7	25
Langley Township	N	N	All residential		7	25
Maple Ridge	N	N	All residential, institutional and some commercial	All residential, institutional and some commercial	7	25+
Port Moody	Y - Tricity Needs Assessment	In process as District 43	Public and institutional zones			

Municipality	Needs Assessment	Child Care Strategy	Zones		Number of Children	
			Family	Group	Family	Group
Port Coquitlam	Y - Tricity Needs Assessment	In process as District 43	All residential zones, Commercial / Institutional zones and business industrial zone	Single family	5	25
Delta	Y	N	All residential, institutional and some commercial	All residential, institutional and some commercial	7	25
Abbotsford	N	N	All residential, some institutional and commercial	All residential, some institutional and commercial	7	25
District of North Vancouver	Y	Y	All residential, commercial and industrial zones	All residential, commercial and industrial zones	Up to 20 children	Up to 20 children

Survey of Lower Mainland Municipalities

Municipality	Main Initiatives and Incentives
Vancouver	Provision of child care services as a standard community service. City programs and policies which provide affordable, appropriate space for non-profit societies. Provision of efficient developmental and administrative services required for a child care system. Capital grants, child care as a condition of rezoning, amenity bonussing, development cost levy, 7 grant programs, maintenance program for City child care facilities, low rental rates for City, etc.
Richmond	Development fund program. Implemented new child care zone, R6. Make municipal land available.
Burnaby	Negotiate for child care in comprehensive development zoning. Council policy to forgive 50% of lease rents to non profit societies, including child care. Make municipal land available.
City of North Vancouver	Grants, possible bonussing mechanism through a community amenity charge
West Vancouver	Make municipal land available for child care
Surrey	Propose density bonussing
District of North Vancouver	Grant program, bonussing, purchase of portables/purpose built units

Appendix C

Financial Statements

Shared Space Action Plan

The New Westminster School Board and the Westminster Children's After School Society have jointly developed an action plan for shared space.

The New Westminster School Board has made available within John Robson, Herbert Spencer, Hume Park, Connaught Heights, and (beginning September 1st, 1995), Tweedsmuir Elementary Schools, a child care facility to be operated by Westminster Children's After School Society, providing child care services to children and families of children attending New Westminster Schools.

The parties have agreed that they will cooperate in providing child care services to children in School District No. 40 (New Westminster) school age child care, and to provide kindercare should there be a need for this service, and space is available.

The Westminster Children's After School Society will:

- *provide high quality child care programs for children and families;*
- *work closely with school staff to find ways of making shared and/or dedicated space work for all parties.*

This shall be accomplished by:

School Age Child Care

If the room is being used before school, the centre staff will take the children outside by 8:45 a.m. to allow the teacher time to set up. The centre staff will keep the children out of the room for 15 - 30 minutes after school, to allow the teacher time to finish up with the children. On Professional Development Days, Parent Interview Days, etc., the staff and teacher will come to a mutual agreement as to how everyone's needs can be met. The centre staff would like access to the school gym when school or recreational programs are not in session.

In all cases, the teacher is welcome to come and go in the room as required, while the out-of school program is in session.

Storage and Equipment

A plan will be worked out between centre and school staff, whereby equipment and supplies will be accessible, but will be secured when the other parties have use of the room. The centre staff will maintain the cleanliness and tidiness of the room. The teacher's desk, filing cabinet and files will be strictly off limits. The centre's filing cabinet and files will be strictly off limits.

The centre is most willing to share equipment and resources with the school staff. For example, if kitchen equipment (stove, refrigerator, dishwasher) is to be located in the staff room or gym kitchen, it is available for use by school staff. If a phone is hooked up in the classroom, it is available for use during school time.

Guidance and Discipline

The centre staff will follow school policies and guidelines in order to provide consistency for the children.

If a teacher or the centre staff have a concern, it should be discussed by all parties before it becomes a major issue. Only by having open, two-way communication can shared space work effectively for everyone.

Ensure an environment that is safe and sensitive to the needs of the children.

Provide a model of service delivery where the planning and decision-making occurs in a collaborative way by a team that represents all the professionals who are working with the students and their children.

Honour and support the guiding principles of the New Westminster School District and rules and regulations governing school facilities.

The Westminster Children's After School Society will assume all responsibilities for its financial operation, and will not have any negative impact on the school's budget.

The Westminster Children's After School Society will employ a Child Care Coordinator who will act as the liaison between the New Westminster School District and the Child Care Centres. The relationship of the coordinator to the schools will be included in the job description and will be developed by the Society and copied to the School District.

Subject to the Constitution and Bylaws of the Westminster Children's After School Society, the Child Care Coordinator will be responsible to and take direction form the Board of Director of the Society.

Both parties will remain committed to the Guiding Principles of the Centre. Both parties will ensure that the decisions that are made are in the best interest of the children and the families using the programs.

The Board

Recognizes the importance of providing child care services to the School District and will encourage and support the Society in meeting its purposes. The Board will comply will all laws, regulations and requirements made or imposed from time to time by government authorities and related to the premises as a child care facility.

The specific responsibilities of the Board will include the following:

- *Major structural repairs including roof replacements and repairs, exterior painting or staining, and window replacement or repairs;*
- *Maintain and repair services and equipment including drainage, water and sewer piping, heating components, electrical equipment, water tanks and emergency lighting.*

Draft Child Care Design Guidelines

Regulations

The following design guidelines for child care spaces have been prepared by Community Care Facility Licensing Officers of the New Westminster Health Department.

Facilities should be designed to accommodate a group size that is optimal in terms of economic viability and development of the children. For most centres, this means a minimum of 24 children to a maximum of 40 children.

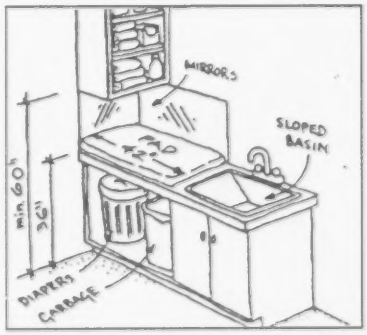
According to the current child care regulations, total space requirements for child care facilities are based on a minimum of 24 children at 3.7 square metres of clear space per child. Clear space is defined as being the useable area, not including hallways, built in storage areas, kitchens and bathrooms. Facilities which require grants for start up or renovation from the Ministry of Women's Equality, however, require four square metres of clear space per child.

Infant/Toddler Requirements

INFANT PROGRAMS require separate sleeping rooms to accommodate cribs for napping throughout the day. These rooms are not considered part of play space. A maximum of six cribs should be accommodated per room. These rooms should be conveniently located close to both the Main Activity Area and the Change/Washroom. Windows should be installed in the sleeping rooms to allow staff supervision from the Main Activity Area.

With respect to specialized toilet facilities for infants, regulations require one toilet and one hand basin per 12 children. Change tables for diapering should also be available with an adjacent deep sink for washing infants. The minimum size of change tables should be 42 inches long, 24 inches deep, and 36 inches in height. Shelves for diapering supplies should be placed above change table at a height that is out of reach of infants. Space should be provided under change table for soiled diaper storage.

A "bedpan rinse" unit (composed of tap and hose mounted on the wall) adjacent to and within reach of the toilet is also recommended to rinse cloth diapers. Children present in a facility are divided into groups of 12, with each group occupying a separate area.



TODDLER PROGRAMS: while the regulations for toddlers are the same as for infants, it is recommended that two toilets and wall space for "potties", and two hand basins be provided, so that toddlers are not unduly pressured during the toilet training stage.

Preschool Age Requirements

- 3.7 square metres of floor area per child, excluding hallways, built in storage areas and bathrooms;
- one toilet and one wash basin for every 10 children; and
- one container for soiled clothing.

General Requirements - All Facilities

- the outdoor play areas should be large enough to provide seven square metres play space per child; and
- a telephone.

Furniture, Equipment and Fixtures

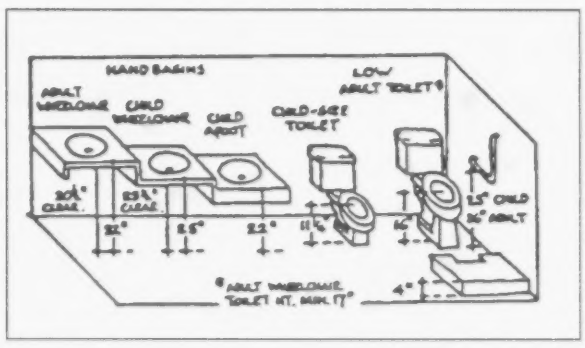
The Licensee shall:

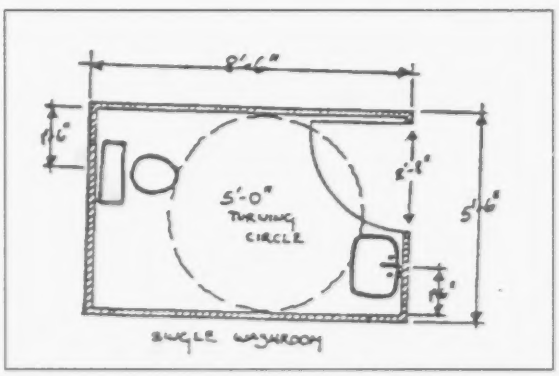
- supply appropriate equipment, furniture and supplies; and
- ensure that any equipment, furniture or fixture in a facility is of sturdy, construction, easy to clean and free from hazards and is placed so that it will not interfere with exits.

Access For All

The accommodation of special needs children and adults with physical disabilities in all support spaces can be achieved with minor modifications.

Access to all areas of a centre allows full participation, and fosters a sense of competence and self-sufficiency. Making provision for those in wheelchairs will accommodate those with lesser physical impairments.





All provisions should meet the requirements of Section 3.7 of *B.C. Building Code*. All corridors and aisles, for example, should be a minimum of four feet wide to allow the passing of people on foot past a person in a wheelchair, or a minimum of five feet wide to allow two wheelchairs to pass.

All doors must meet width requirements of the B.C. Building Code and be a minimum of 2'8" in width. Lever-type handles may be a Building Permit requirement.

One accessible child toilet with grab bar and one accessible low hand basin should be provided in the children's washroom. There should be a minimum of four feet of clearance in front of and beside the toilet, as well as a grab bar at 25 inches off the floor. The hand basin/vanity should be 24 3/4 inches high from the floor, with a minimum of 23 3/4 inches clearance under the front of the vanity. Children find lever-type faucet handles easy to maneuver.

A wheelchair-accessible adult washroom should be provided for staff, partitioning toilets at a minimum of 5 feet wide by 5 feet-8 inches. Adult toilets should be a minimum of 17 inches high with centre line 18 inches from the wall and a grab bar at 36 inches from the floor. Partition doors should open outward. Hand basin/vanities should be installed 32 inches from the floor with a minimum of 28 inches clearance under the front. Lever-type faucet handles may be appropriate. If not located in the staff washroom, a partitioned stall and adult hand basin could be installed in the children's washroom.

All interior level changes should be ramped using a maximum 1:12 slope (a slope of 1:18 preferred for children).

Space Arrangements

Although the following recommendations apply specifically to the spatial arrangement of activity areas, they can also be used for other areas in the day care centre.

Room Configuration

The room configuration of child care centres may not necessarily be rectangular or square.

Area shape can foster the formation of small quiet sub-groups within the same room. Different room configurations allow children or adults to move apart from the group when desired, to rest or simply take part in a quieter activity, even if other children are being very active. The room may be an "L" a "T"" or another geometric shape.

Circular shapes or other similar configurations should be avoided. These shapes create a "focusing" phenomenon in which sound waves reflect off the curved wall and meet at a single point, thus multiplying the intensity of the sound. Even if this curve is only part of the wall or ceiling, an appreciable increase in noise is the result.

Calculation of Child Care Space Requirements

Commercial

One child care space per 23,400 square feet of revenue producing in area.

Residential

General: one child care space per 114 residents.

Family Housing (Based on 1991 census data): (# of units) x (.3 children age 0-6 years) x (68% labour force participation) x (72% usage of licensed care) = (# of spaces).

Out of School

At least 30 spaces per 200-225 pupils K-7 school; 50 spaces per 200-300 pupils K-3 school

The total number of child care spaces would then be allocated according to the percent of children n each age group per neighbourhood. Wherever possible, child care facilities are to be integrated with new school and community recreation facilities.

All floor plans or designs for proposed facilities should be submitted to the City of New Westminster Community Care Licensing Officer for consultation and approval at the earliest planning stage.

Child Care Space Design Review Checklist

1. Viewing the majority of children's activity areas from the entrance.
2. Partially enclosing all activity areas.
3. Partially separating one activity space from another.
4. Visually connecting all spaces.
5. Providing a variety of space sizes.
6. Partially separating staff areas from child activity areas.
7. Partially separating functional areas from child activity areas (i.e. kitchen).
8. Partially separating age groups of children.
9. Partially separating activity spaces.
10. Providing clear visual connection and convenience to outdoor play spaces.

Site Characteristics for Child Care Facilities

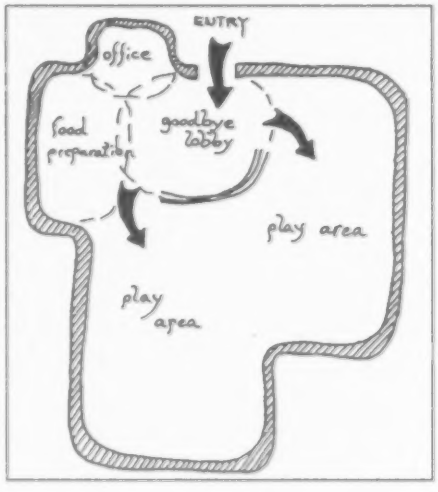
- In northern climates, outdoor areas that are within the shadow of surrounding buildings are not used. Playgrounds should be situated where they will receive sun as well as natural shade in summer or add covered outdoor areas and planting, such as on the south side of the buildings.
- A solid door in a blank wall is cold and uninviting. To make the approach to the centre inviting, a view of the play yards, or through windows into playrooms, should be made possible.
- Outdoor lighting at entrances is necessary for safety of children and staff.

Take Into Account

- pedestrian traffic
- vehicle access
- parking (allow one parking space for staff and one space for every 10 children)
- service/garbage delivery
- building and property set backs
- buffer zones/greenery

Internal Organization

- Provide an area between the main entrance and the play area(s) for a "good-bye" lobby.
- Locate the children's coat area on a direct route from main entrance to play exit, without passing through the indoor play areas.
- Ensure the exit to outdoor play yards is not close to the children's coat area, otherwise the use of outdoor areas may be restricted
- Combine a staff/parent lounge area with the "good-bye lobby", which should not be separated from the play areas. Semi-privacy can be achieved by arranging furniture or shelving to form an alcove. When not used for adult conversation, this area can be used for story reading and other quiet games.
- Ensure that small children have quick access to washrooms from wherever they are playing.
- Establish the "sick bay" adjacent to the staff areas and washroom to allow adult attention and supervision.
- Locate food preparation area adjoining (but if desired, closeable from) the child play area, and provide a means of access from the adult areas.



Staff Areas

- Staff need a distinct area for planning, paperwork, private consultation, etc. Locate an office close to the main entry with windows looking out to playgrounds and in to the activity area. Consider observation possibilities using one-way glass or curtains for privacy.
- Provide a separate staff room for break times and staff/parent meetings. It can double as a one-to-one or small group space from time to time.
- Locate an adult washroom close to the staff area.

Utility Areas

- Locate furnace and laundry equipment in the adult areas, away from play and rest areas. Provision of a separate closeable room would impede the travel of noise.
- Install heating, ventilating and cooling (HVAC) systems at child level or in floor heating, avoiding vents and registers.

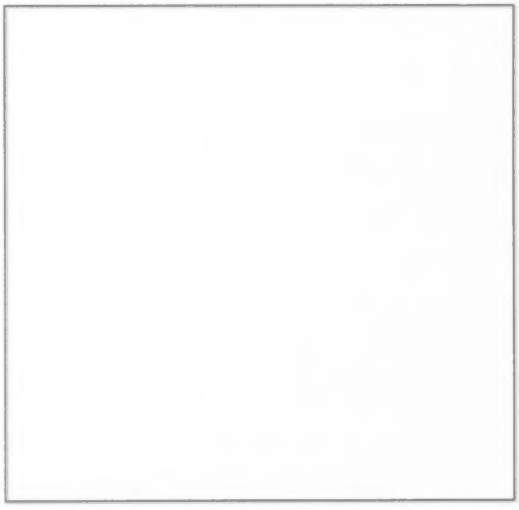
- Consider storage space requirements at infant/toddler centres (e.g. space for parents to store strollers during the day).

Group Play Areas

- Child play areas consume the largest area in child care facilities. The main priority is to ensure sufficient space is available for child play. If play spaces are well designed, activities can be provided within a smaller space.
- Make open areas a series of alcoves off a central space. In this way, different activities can be internally focused, while all areas can be viewed from the central space, and all occupants can participate in a "centre-oriented" activity.

Wet and Dry Areas

- Water play, paints and clay can create extra work for the staff (spills, muck, wet and dirty clothes). If the area is efficiently planned, the need to establish wet play restrictions can be avoided.
- To allow for varying group sizes, a wet area should not be limited by borders of fixed carpeting or immovable walls.
- All wall and floor materials in a centre will require cleaning. Tacked down carpets are difficult to clean and expensive to replace after a few years of wear. A flexible compromise can be reached by combining smooth washable walls and floors with overlays of non-skid throw rugs or inexpensive carpet remnants, tack boards, textured wall material, etc. In this way, activity areas can be redefined and rearranged to suit changing needs, just by moving carpets around. When soft materials become dirty, they can be rolled up and laundered when convenient.

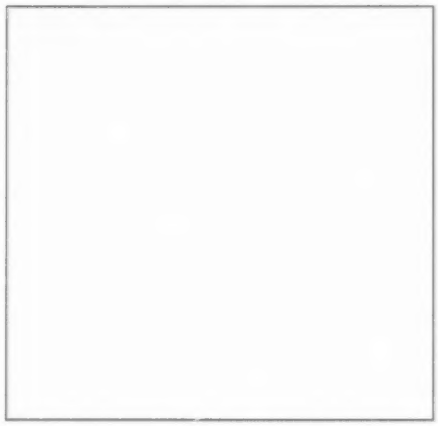


Indoor Outdoor Play Transition:

If access for children to outdoor play from indoor play areas requires staff regulation or assistance, then outdoor play will be restricted. Allow children to access outdoors without staff permission by;

- Make play exit doors operable by a child;
- Locate coats close to play exit and viewable from main play area;
- Create opportunities to blend indoor and outdoor activity in good weather. If the exit to outdoor play opens directly off indoor play areas, cold weather drafts will sweep in; and

- Locate the normal play exit close to coats and separate from indoor play areas. Consider adding glass summer doors which open up one wall of the play area to create an indoor/ outdoor room in good weather.



Environmental Qualities

- Ensure window sills are no higher than 18 inches in all child areas.
- Provide a view out to passing activities and ensure natural light penetrates into all rooms used during daylight hours.
- Install vent-type top opening windows to allow natural air and ventilation into rooms.
- Create window seating areas that child can access.
- Avoid the use of flat windows on flat walls, which are only two dimensional and limiting.
- Introduce sound absorbing materials on the ceilings, walls, floors and furnishings of play areas.

Adjustable Artificial Lighting

Provide every multi-purpose space with lighting which can be adjusted for intensity, location and quality, to suit a variety of activities and groups.

Sound and Noise

Provide tamper proof electrical outlets and use psychologically soothing colors in the interior decor.

Walls

Walls are considered a valuable part of the activity space they surround. Ensure all walls are a thick as possible so that they can be edges of activities, and not just divisions for activities. Thick walls can be used to accommodate built-in storage, tack-up surfaces to be covered with child creations, display walls or notice boards in lobby or staff areas.

Locate doorways and circulation routes away from corners and side walls of the activity space, creating protected corners for focused play settings or quiet retreats.

Common Oversights in the Design of Child Care Facilities

Floorplan

- ensure crib rooms are of sufficient size to accommodate the required number of cribs; and

- design corridors of sufficient width to accommodate traffic.

Electrical

- provide an adequate number of electrical outlets in kitchens, corridors and offices;
- locate electrical outlets at 54" height from the floor for office equipment and kitchen equipment;
- use inviting and not overly institutional lighting;
- install multiple-switching on lights in classrooms; and
- avoid over lighting in all locations.

Millwork

- design child activity counters to be an appropriate height for children;
- ensure there is sufficient room above changing counters and that overhead cabinets are not placed too low;
- ensure the size of the lip on changing counter is at least 3" high;
- install knob hardware on cabinets instead of wire pulls.

Plumbing

- faucets should be photo-electric or lever operated;
- ensure that activity sinks are lever or single action;
- activity sinks should not be centred in the counter to maximize counter surface
- ensure that drinking fountains are lever operated
- ensure goose neck spouts are installed in activity sinks;
- locate plastic bag holders away from changing counter sinks;
- ensure soap and paper towel dispensers are located over changing counter sinks;
- ensure dispensers are recessed in children's bathroom;
- provide kindergarten bathrooms with full doors; and
- ensure child-size toilets (10 inches) are installed in the kindergarten room.

Telephone

- install phones in areas other than classrooms or conference areas.

Storage

- design sufficient storage space (e.g. closets and shelving) close to point of use;
- provide multi-purpose storage areas to accommodate large items (e.g. mats, vehicles); and

- supply adequate wire rack storage in kitchens.

Floor, Windows, Walls, Doors

- install non-institutional tile flooring in corridors;
- ensure windows are low enough for child viewing out;
- provide window treatment in director's office and ensure windows are an appropriate height;
- use protective wall surfaces in multi-purpose space;
- use the recommended carpet/tile ratio of 40%-60% for children over three years;
- use the recommended carpet/tile ratio of 60%-40% for children under three years; and
- provide means for staff to easily keep door to playground open for reentry.

Outdoors

- protect children from glare of the sum by having some shade areas;
- design outdoor play areas with a mix of grassed and asphalt areas;
- separate pedestrian and bike paths;
- ensure adequate challenges are available in play spaces for school age children;
- provide adequate edging to keep in sand/wood chips; and
- supply a vehicle gate to playground to separate play areas from vehicular traffic.

Resources

Caring Spaces, Learning Places, Jim Greenman.

Child Care by Design Workshop, Dr. Gary Moore.

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Child Care In The City Of Vancouver: A Recommended Civic Child Care Strategy, Rita Chudrovsky, Social Planning Dept., October, 1990.

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Showing We Care: A Child Care Strategy For The 90's, Complete Report Of The Task Force On Child Care, January, 1991.

Zoning For Child Care, Ann Cibulskis And Marsha Ritzdorf, American Planning Association, Report Number 422.